



# ***Operations Manual***

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# IOWA STATE USBC OPERATIONS MANUAL

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## IOWA STATE USBC OPERATIONS MANUAL

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### GENERAL

#### **ADVERTISING**

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Advertising in Iowa State USBC (hereinafter "Iowa State USBC" or "ISUSBC") publications will be allowed at the discretion of the Board of Directors.

#### **BOARD OF DIRECTORS**

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##### **Board of Directors Meetings**

Committee meetings and a Fall Board Meeting will be held in October, dates to be determined by the President. The site and time to be determined by the President.

Committee and Board meetings will be scheduled on Friday of the Annual Meeting.

##### **Annual Meeting**

- A. The Annual Meeting will be held annually on the fourth weekend of June, to coincide with the Youth Conference.

The Annual Meeting will be held in the Des Moines area at a location selected by the President and approved by the Board of Directors (commencing in 2021) and continuing at said venue until revised by the Board of Directors.

- B. Iowa State Officers, Directors, Association Manager, Youth Coordinator, Financial Manager, and Director of Web Services:

1. Lodging at meeting site, single room rate for 2 nights.
2. Hotel reimbursement to be at the contracted rate of the host hotel when staying at another facility.
3. Per diem allowance of \$30.00 per day for each day in attendance. State Officer(s) and Board member(s) in host city do not need allowance other than one days per diem.
4. Travel allowance at 30¢ per mile (round trip) to driver only.

- C. Incoming Hall of Fame Members:

1. Lodging at meeting/induction site for one (1) night.
2. Travel allowance at 30¢ per mile (round trip) to driver only. Mileage determined from the local association which nominated the inductee to the induction site, round trip.





## **IOWA STATE USBC OPERATIONS MANUAL**

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- D. Nominating Committee Chair
1. Lodging at meeting/induction site for one (1) night, attendance at the Annual Meeting required.
  2. No per diem allowance.
  3. No travel allowance.

### **Badges, Board Attire**

The Iowa State USBC shall provide identification badges for the State Officers, Directors, Association Manager, Financial Manager, Director of Web Services, Youth Coordinator, Youth District Representatives, and Youth Tournament Managers. These badges are to be worn when officially representing the Iowa State USBC.

Board members shall wear designated board shirt and badges (identification and RVP) during official activities. The Iowa State USBC will provide the official Board shirts.



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### ***CERTIFIED PUBLIC ACCOUNTANT REPORT***

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The Financial Report submitted by the Certified Public Accountant and accepted by the Board of Directors shall be submitted for approval to the delegates at the Annual Meeting.

### ***COMMITTEES AND COMMITTEE BUDGETS***

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The President shall appoint all committees prior to August 1. Each member of the Board of Directors shall receive a committee roster by August 10. Names of all committee chairs shall be published in the Annual Report Book.

#### **Awards Committee**

Committee will annually review current awards programs and recommend changes, as necessary.

#### **Finance & Budget Committee (Standing Committee)**

The Finance & Budget Committee will be under the direction of the Financial Manager.

The Finance and Budget Committee shall prepare budgets for the general operations and Iowa State USBC governed tournaments. Tournament budgets shall be submitted and approved at the Fall Board Meeting. At year-end, the Finance & Budget Chair shall prepare a detailed report of income and expenses for both the general and tournament funds. The committee should receive the information before the Fall Board Meeting and they can complete the budget as a committee at the Fall Board Meeting, then the Board can approve the budget.

The Finance & Budget Committee shall review the expenditures and income of all accounts, and the Youth Budget will be reviewed with the assistance of the Youth Coordinator.. The Chair will work closely with the Association Manager to compare and verify figures.

The Finance & Budget Chair will receive \$100/year for expenses.

#### **Hall of Fame Committee**

Committee will annually review current Hall of Fame procedures and recommend changes, as necessary.

#### **Hall of Fame Selection Committee**

Committee will annually review current procedures and recommend changes, as necessary.

The Hall of Fame Selection Committee will consist of nine members (3 current Board members, 3 male Hall of Fame members, and 3 female Hall of Fame members) appointed by the President by August 1 and approved by the Board. Each member to serve a 3-year term, starting with a stagger 1, 2, 3 term, and Board members selected annually.

If at any time the President cannot fill any of the positions of the committee he/she shall have authority to select from the general membership with Board approval.



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Anyone may submit a nomination of a candidate for election to the Hall of Fame. The local Association Manager must sign the nomination form. Nomination forms outlining the qualifications to be considered for induction to the Hall of Fame must be submitted to the Hall of Fame Liaison by mail or email by August 15 and be forwarded to the Selection Committee no later than September 1. The Hall of Fame Liaison will make copies of all nomination papers, as received, and mail to the Hall of Fame Selection Committee along with instructions and sample ballots no later than September 1 annually.

Committee members will review the information and attend a live meeting at a site and date to be determined by the Board President or CC before the Fall Board Meeting. Discussion of the nominations, voting, and selection of the nominees for recommendation to the Iowa State USBC Board of Directors will be the focus of the meeting. Communication between the committee members prior to a Board meeting is encouraged. The Hall of Fame Chair will be present at the meeting but will attend without voice or vote.

Compensation will be 30¢ per mile for round-trip mileage and per diem food allowance of \$30.00 per day.

Nominations will be retained for three (3) years and will qualify for another three (3) years when updated. If nominations are not updated, they will be dropped at the end of three (3) years. They must be resubmitted to be considered after they have been dropped.

Notifications will be done in the following manner:

Submitter:	Phone call from the President
Local Association:	Letter from the Iowa State USBC to the local office
Inductee:	Letter from the Iowa State USBC to the inductee
Submitter:	Letter from the Iowa State USBC to the submitter

For nominations not selected for induction, the submitter will receive communication from the Iowa State USBC.

A point system will be used to select a candidate to the Hall of Fame. Candidates may be selected for Superior Performance, Meritorious Service, Both (Performance/Service), Ambassador, and Posthumous. The Selection Committee (each of the nine members of the Hall of Fame committee) will vote by written ballot for as many as three nominees on each ballot, awarding five points to their first choice, three points to their second choice, and one point for their third choice. The voting process will be as follows:

- 1<sup>st</sup> Ballot – Superior Performance
- 2<sup>nd</sup> Ballot – Meritorious Service
- 3<sup>rd</sup> Ballot – Superior/Meritorious
- 4<sup>th</sup> Ballot – Ambassador
- 5<sup>th</sup> Ballot – Posthumous (performance or service)



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The Ambassador award shall be presented to those individuals who best exemplify the sport of bowling through their dedication and service to USBC members and the game of American Tenpins. The recipient may or may not be a member of the Iowa State USBC. The recipient is a person who has provided leadership, knowledge and cooperation in assisting the Iowa State USBC with its mission and goals in serving the bowlers of Iowa.

Posthumous Category: This category is for bowlers who have passed away prior to their nomination for the Hall of Fame. Their credentials could be either as Superior Performance or Meritorious Service prior to their death or both.

The Committee Chair will report the actions of the committee to the Board prior to the Fall Board Meeting for their consideration. The Board will vote to accept or reject the committee’s recommendations with 2/3 written ballot for selection. The Committee will vote for up to three (3) nominees in each category on the first ballot. A minimum of 31 points will be required for selection. Should no candidate receive the required 31 points on the first ballot, a run-off ballot will be taken among the top three candidates including ties. If no candidate receives the 31 points on the run-off ballot, a third ballot can be taken with 2/3 of the committee voting yes for the additional ballot with the top two candidates including ties. If any additional ballots are deemed needed by the committee 2/3 of the committee must vote yes. If two candidates receive 31 or more points on the first vote, both nominees would be selected. In the event of a tie on a second ballot, the committee will take a third ballot voting for only one (1) of the two (2) nominees from the tied ballot.

As nominations are received by the Hall of Fame Liaison, they will be reviewed to insure they are complete and meet the criteria for the category submitted. If it is determined the nomination form does not meet the criteria for consideration of the category selected, the nomination would be returned to the submitter for follow-up and to be resubmitted accordingly. If an application is submitted at the deadline of August 15, the submitter will be given up to ten (10) days to resubmit for consideration in the same year.

<b>Sample Ballot</b>			
<b>Nominee</b>	<b>5 Points</b>	<b>3 Points</b>	<b>1 Point</b>
Nominee #1	X		
Nominee #2		X	
Nominee #3			X

The Hall of Fame committee will induct the incoming nominees at a dinner the night prior to the Annual Meeting. The new inductees will be introduced to the delegates and guests during the Annual Meeting.

The Iowa State USBC will pay for the Inductee and guests (maximum of 6 total) for the Hall of Fame dinner (see page 1, Annual Meeting Section C, #1 and #2 regarding lodging and travel allowances).

Each inductee will be presented with a suitable jacket that will include the USBC logo, name and year inducted along with a plaque and a badge (to be determined by the Board). They will also receive any acknowledgement from USBC. The Hall of Fame Liaison shall obtain the Hall of Fame Certificate from USBC, jacket, plaque and badge in sufficient time for the Annual Spring Meeting. The Hall of Fame Liaison shall also submit the required information to the International Bowling Museum and Hall of Fame.



## **IOWA STATE USBC OPERATIONS MANUAL**

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### **Legislative Committee**

The Legislative Committee shall receive and evaluate all proposed amendments to the Bylaws and may submit recommendations as they deem necessary.

At the discretion of the President and the Legislative Committee Chair, a meeting may be held via telephone conference call, mail or electronic mail. Said meeting shall be held no later than August 15. The Chair shall submit a report to the Association Manager by September 1, for distribution as outlined in the Bylaws.

### **Memorial Committee**

June 1 shall be the deadline for submitting names to be included in the Memorial Service at the Annual Meeting. Members eligible to be recognized in the Memorial Service shall have been members of local associations affiliated with the Iowa State USBC.

### **Nominating Committee**

The Nominating Committee is appointed by the President with Board approval, with consideration of one representative from each of five (5) local associations from different geographical areas.

Any Iowa State USBC member is eligible to submit to the Chair of the Nominating Committee or the Association Manager, on Iowa State USBC forms or facsimile, the names, and qualifications of eligible members to fill the expiring terms of officers and directors. These forms must be submitted no later than March 31 prior to the Annual Meeting.

The Chair of the Nominating Committee shall contact each incumbent, advising him/her to return the qualification form by March 31 if he/she wishes to be considered for re-election.

At the discretion of the President and the Nominating Committee Chair, the meeting may be held via telephone conference call, mail, or by electronic mail. The Chair shall submit a report to the Association Manager no later than April 15.

The committee must evaluate the qualifications of candidates. They shall meet to prepare a slate to be sent to the Association Manager and President. Copies of this slate shall be mailed to each delegate by May 1. Printed qualifications will not be read unless there are additional nominations from the floor.

Nominations from the floor: Qualifications must be submitted to the Nominating Committee at least twenty-four (24) hours prior to the opening of the Annual Meeting.

The Chair of the Nominating Committee shall return all books and materials received to the President immediately following the close of the Annual Meeting.

Campaigning for office, by means of hospitality parties, souvenirs, etc., is not permitted, either before or during the Annual Meeting.



## **IOWA STATE USBC OPERATIONS MANUAL**

If the Chair of the Nominating Committee to the Annual Meeting is not a delegate, he/she shall be paid at the rate of 30¢ per mile for travel and per diem \$30.00 per day not to exceed two (2) days.

### **Operations Committee**

The Operations Committee shall receive and evaluate all proposed changes in the policies. The committee may submit recommendations as they deem necessary to the Board of Directors for their consideration and approval. All Board members should familiarize themselves with the policies.

### **Scholarship Committee**

The Iowa State USBC, through the USBC-managed SMART program, will offer up to four (4) scholarship(s) annually to deserving youth through an application process for post-high school education.

### **Social Media Committee**

The social media committee will attend meetings, bring ideas, create, maintain, promote and enhance the Iowa State USBC social media pages, including Facebook, Twitter and Instagram. They will increase visibility to interested parties and relevant discussion topics that involve the bowling community and inviting others to become involved.

The social media committee is to build a team of supporters who agree to amplify messages on social networking sites and promises to regularly retweet messages, like updates, and post good news and links about the national, state and local bowling associations.

### **State Tournaments Committee**

The State Tournaments Committee shall meet before or at the Fall Board Meeting and study all problems that arose during the previous season. The committee shall review all phases of the tournaments and present any recommendations to the Board of Directors.

## **COMPENSATION, RENTS, SALARIES & ALLOWABLE EXPENSES**

Refer to section on Committee and Committee Budgets in this manual for Committee member's expenses and Committee budgets.

### **Hotel/Motel**

When on official business, members of the Board of Directors, Association Manager, Financial Manager, Director of Web Services, Youth Coordinator, Youth District Supervisors, Youth Tournament Managers, and non-Board committee members on official business shall be allowed the hotel/motel single room rate, and are responsible for their own meals, with a per diem of \$30.00 per day.

Any minor receiving hotel/motel accommodations must have adult supervision and be accompanied by a parent or legal guardian.



## **IOWA STATE USBC OPERATIONS MANUAL**

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### **Mileage**

The reimbursement rate for mileage shall be 30¢ per mile round trip per day. Exception: Association Manager and Youth Coordinator shall be allowed 40¢ per mile.

Other meetings, when trip is for official state association business, with prior approval of the President, shall be reimbursed for mileage.

### **USBC Delegates**

When attending the USBC convention the delegates shall receive hotel/motel charge plus normal airfare transportation, mileage to and from the airport, the cost of a rental car, if needed, and a per diem of \$50.00 per day for a maximum of two (2) travel days and a maximum of four (4) days of convention time. Transportation may be paid in advance.

The Iowa State USBC Board recommendation is the President and Association Manager be nominated as delegates and the Vice Presidents be the alternates, and this will be forwarded to the Nominating Committee.

To receive full compensation and allowances the delegates must attend a full schedule of seminars and workshops prior to the USBC Annual Meeting deemed beneficial to the Iowa State USBC membership. They should familiarize themselves with the proposed amendments and Board of Directors candidates and vote for the benefit of all Iowa State USBC members at the USBC Annual Meeting.

A report of the USBC convention shall be jointly prepared by the Iowa State USBC delegates. The Association Manager will send a copy to each member of the Board of Directors within thirty (30) days of the convention.

### **Registered Volunteer Program (RVP)**

Per USBC policy, all State Officers, Directors, Association Manager, Financial Manager, Director of Web Services, Youth Coordinator, Youth District Supervisors, and Youth Tournament Managers must complete the required background check (RVP) and on-line training (SafeSport) and be current with their RVP badges. The Iowa State USBC will reimburse all State Officers, Directors, Association Manager, Director of Web Services, Financial Manager, Youth Coordinator, Youth District Supervisors, and Youth Tournament Managers to be RVP certified for any expense incurred with proof of payment, not covered by their local association. Those RVP certified must complete the SafeSport training. Both of these must be done within thirty (30) days of selection to serve the membership. Certificates must be forwarded to the Association Manager as proof of training.

### **Expense Forms**

All Iowa State USBC expense forms shall be submitted to the President or Association Manager no later than seven (7) days after the expenses are incurred. Receipts must be attached. The President and/or Association Manager shall approve all expense accounts.



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### Salaries

Association Manager - Administrative.....	\$14,000 annual base salary; payable monthly on the first
Youth Coordinator .....	\$17,400 annual base salary; payable monthly on the first (effective January 1, 2024)
President .....	\$1,200 annual base salary; payable monthly on the first
Open Tournament Manager .....	50¢ per bowler per event; payable at completion of tournament
Women’s Tournament Manager .....	50¢ per bowler per event; payable at completion of tournament
Mixed Tournament Manager.....	50¢ per bowler per event; payable at completion of tournament
Women’s Seniors Tournament Manager.....	50¢ per bowler per event; payable at completion of tournament

### Casual Labor

Financial Manager.....	\$1,200 annual (payable monthly on the first)
Director of Web Services .....	\$1,200 annual (payable monthly on the first)
Forms Manager .....	\$1,200 annual (payable monthly on the first) (effective January 1, 2024)
Others as needed .....	\$900 annual (payable semi-annually – December 1 and July 1)

### Rent

Youth Coordinator .....	\$300 monthly on the first
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### Utilities

Association Manager .....	\$50 monthly on the first (includes phone/DSL)
Youth Coordinator .....	\$50 monthly on the first (includes phone/DSL)

### Retirement of a President

A \$50 donation to a bowling entity/charity shall be made in the name of an outgoing President (retroactive to July 31, 2021).

## **DISSOLUTION**

Upon dissolution of the Iowa State USBC, the Board of Directors, after providing for the payment of all obligations, shall distribute any remaining assets to any non-profit and tax-exempt organizations, preferably the BVL Fund, or the International Bowling Museum & Hall of Fame, or Iowa State USBC youth scholarships (Smart Program).





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### **FUNDS**

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The Board of Directors may, if it so desires, direct the President, a Vice President, Association Manager and Finance Chair to review the amount of money currently to the credit of the Iowa State USBC. If it is determined that the amount of this balance is above that required for normal operating procedures, this surplus may be invested in U.S. government bonds, treasury bills, money market accounts, or certificates of deposit.

All financial accounts shall be in the name of the Iowa State USBC as follows:

#### **General Operations Account**

The Association Manager shall maintain a general operations account for deposit of all funds received from general operations and tournaments. The President, 1st Vice President, and Association Manager are authorized to sign checks; 2nd Vice President is authorized to sign checks only in case of an emergency. Withdrawals require signatures of two (2) of at least three (3) authorized officers.

When necessary, the President and Association Manager are authorized to spend up to \$100.00 of unbudgeted funds without Board approval.

#### **Dues Account**

The Association Manager shall maintain a savings account for the purpose of receiving state dues remittals from USBC. The President, 1st Vice President, and Association Manager are authorized to sign for withdrawals; 2nd Vice President is authorized to sign for withdrawals only in case of an emergency. Withdrawals require signatures of two (2) of at least three (3) authorized officers. (Internet banking is also used.)

#### **Pepsi Tournament**

See Youth Section

#### **Youth Coordinator**

See Youth Section

#### **Bowl for the Cure Mail-In Singles Tournament**

A financial account shall be maintained for the Iowa State USBC Bowl for the Cure Mail-in Singles Tournament Account for the deposit of all tournament entry fees and any interest earned. All income and expenses for the Iowa State USBC Bowl for the Cure Mail-in Singles Tournament will be processed through this account. The Tournament Director shall also be listed on the account, but not be an authorized signor.

The President and Association Manager are authorized to sign checks.



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### **BVL Mail-In Singles Tournament**

A financial account shall be maintained for the Iowa State USBC BVL Mail-in Singles Tournament Account for the deposit of all tournament entry fees and any interest earned. All income and expenses for the Iowa State USBC BVL Mail-in Singles Tournament will be processed through this account. The Tournament Director shall also be listed on the account, but not be an authorized signor.

The President and Association Manager are authorized to sign checks.

### **Establishing and/or Moving Association Manager Office**

Funds, not to exceed \$1,000.00, shall be made available. Said funds shall be used for expenses incurred in establishing or moving the office. All funds not spent will be returned to the General Fund.

## ***INSURANCE***

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### **Directors & Officers Liability**

Directors & Officers Liability Insurance for the individual board members for actions taken by the Board of Directors is provided under USBC, in a \$1,000,000 annual aggregate liability program, with a \$5,000 deductible per claim.

### **Automatic Bonding Program**

The USBC Automatic Bonding Program covers the Iowa State USBC bonding.

### **Blanket Position Bond**

The President, the Vice Presidents, Association Manager, and Youth Coordinator [and all home office employees, if any,] shall be bonded under a blanket position bond; the Association Manager shall determine the amount of coverage needed with approval of the Board.

## ***IOWA BOWLING COUNCIL***

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The Association Manager, Youth Coordinator, and Youth Committee Chair shall be designated as the representatives to the Iowa Bowling Council.

## ***REPORTS***

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The following reports will be posted to the web site:

### **Meeting Minutes**

A copy of the minutes of the previous Annual Meeting will not be mailed but will be included in the delegate packets.



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### **Financial Report**

A copy of the Financial Report shall be provided annually to all Board members, Annual Meeting delegates, and local association managers.

### **President's and Manager's Reports**

Copies of the President's and Association Manager's Reports given at the Annual Meeting shall be posted on the web site.

### **Prize Lists**

A complete record of all winners in all tournaments sponsored by the Iowa State USBC, and the amounts won, shall be kept in the Iowa State USBC office permanently. Complete prize lists will be posted on the web site.

### **Proposed Amendments**

Copies of Proposed Amendments shall be mailed to all Board members, delegates, and local association presidents and association managers at least thirty (30) days prior to the Annual Meeting, and will be posted to the web site.

### **Local Association President and Association Manager List**

Upon request, a copy will be mailed to any state Board member, local association president or manager, officers of the state 500 Club, BVL and Bowl for the Cure Tournament Managers and other bowling-related organizations.

## ***MEMORIALS***

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In the event of the death of a member of the current Board of Directors or Hall of Fame member, email notification will be sent to the Officers, Directors, Association Manager, Financial Manager, Director of Web Services, Youth Coordinator, Youth District Supervisors, Youth Tournament Managers, Hall of Fame members, and Past Presidents.

## ***OFFICE POLICIES***

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### **Office Hours**

Iowa State USBC office hours shall be 8:00 am to 5:00 pm., Monday thru Friday.



### **PICTURES**

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A group picture of the Board of Directors for the ensuing year shall be taken after each Annual Meeting, at the expense of the Iowa State USBC. Any USBC representative may be included in the picture at the discretion of the President.

Iowa State USBC will absorb the cost for individual Board photographs, which may be taken at the Annual Meeting. These photographs are to be used for Iowa State USBC purposes.

Contract is executed annually with the photographer.

### **PROPERTY OF THE ASSOCIATION**

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A complete list of association property is on file with the President and Association Manager.

### **PUBLIC RELATIONS AND PROMOTION**

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The following items will be considered Public Relations and Promotion and are to be considered a general operations expense:

- Board ID badges
- Pictures of the Board of Directors;
- Hall of Fame plaque, banners, jackets and awards; and
- Gifts to delegates, if any.

Any other items not listed may be charged to the proper account at the discretion of the President and Association Manager.

#### **Newsletter**

The *Iowa Bowler* newsletter will be discontinued but information/articles and budgeting will be continued on the social media sites (web site, Facebook).

#### **News Releases**

The Association Manager or designated representative will send or fax a news story to the local newspapers for the following:

1. Newly-elected Board members provided the name and address of said newspaper is available.
2. Newly-selected Iowa State USBC Hall of Fame inductees.



***YOUTH AWARDS***

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See the Youth Section for a list of awards.



## IOWA STATE USBC OPERATIONS MANUAL

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### RECORDS

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#### Record Retention Guide

**Association records may be kept electronically.** Any procedure involving the electronic retention of records must include a system of backups.

At a minimum, an association must adhere to the following; bearing in mind state laws may vary:

#### Permanent Retention

##### **Legal Documents**

- Articles of Incorporation / Certificate of Incorporation
- Bylaws / Amendments
- Association Operations Manual
- Certificate of Association (Charter)
- Deeds / Mortgages
- Legal correspondence
- Merger / Acquisitions
- Patents / Trademarks / Copyrights

##### **Tax Documents**

- Tax returns and supporting documentation
- Tax correspondence
- Tax bills / statements
- Other tax reports (social security, unemployment, etc.)
- W2 and 1099 Forms
- IRS 990 filings

##### **Financing / Accounting**

- External audit reports
- Financial statements
- Fixed asset records
- General ledgers

##### **Personnel**

- Retirement and pension plans
- Employment / Employee records as mandated by the U.S. Fair Labor Standards Act

##### **Other**

- All association run and/or sponsored tournaments lists of winners
- Hall of Fame inductees
- Annual Report books (on the website)

#### Other Items (Years to retain)

##### **2 Years**

- Association tournament entries
- Operational records (2)
- Budgets (2)

##### **3 Years**

- Bank statements / reconciliations (3)

##### **5 Years**

- Accounts payable / receivable records (5)
- Insurance policies / claims / settlements (5)
- Weekly / Monthly payroll records (5)
- Contracts / leases that have expired (5)

##### **7 Years**

- Cancelled checks (7) (on internet)
- Inventories (7)
- Employee withholding statements (7)

##### **Permanent**

- Minutes (unless open business remains, or there is foreseeable concern for old business beyond 7 years to reopen – then should be permanent)



### ***CONFIDENTIALITY & CONFLICT FORMS***

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#### **Board of Directors Confidentiality and Conflict of Interest Policy and Disclosure Form**

#### **IOWA STATE USBC**

##### **Confidentiality**

As a member of the Iowa State USBC Board of Directors (the “Board”) (the “Association”), I recognize that I owe a fiduciary duty of care to this Association. This includes a duty of confidentiality. All information and documentation that I receive from the Association and others in connection with my service on the Board will be treated with strict confidentiality. This includes information in all forms (oral, written, or electronic) including all information contained or stored in computers and discs. Neither the contents nor the existence of this information or documentation will be shared with anyone other than the officers, directors, employees, and attorneys of the Association, as directed by the Board. I will direct any questions regarding my confidentiality obligations to the Association President.

##### **Conflicts of Interest**

As a member of the Board, I recognize that I owe a fiduciary duty of loyalty to the Association. This duty requires me to avoid conflicts of interest and to act at all times in the best interests of the Association. The purpose of the conflicts of interest policy (set forth below) is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below:

1. Board members have a fiduciary duty to conduct themselves without conflict to the interests of the Association. In their capacity as Board members, they must subordinate personal, individual business, third party, and other interests to the welfare and best interests of the Association.
2. A conflict of interest is a transaction or relationship which presents or may present a conflict between a Board member’s obligation to the Association and the Board member’s personal, business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to the Association. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board members – with the interested Board member(s) recused from participating in debates and voting on the matter – are required.
4. All actual and potential conflicts of interest shall be disclosed by Board members to the Association Manager through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the Board shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The Board shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.



## IOWA STATE USBC OPERATIONS MANUAL

- On an annual basis, all Board members shall be provided a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the Association Manager, as well as all other conflict information, if any, provided by Board members.

### Conflicts of Interest Acknowledgment and Disclosure Form

I have read the conflicts of interest policy set forth above and agree to comply with its terms and conditions at all times during my service as an Iowa State USBC Board member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the Association President in writing.

**Disclosure of Actual or Potential Conflicts of Interest** (please refer to pages 8-13 through 8-15 of the USBC Association Leaders' Handbook for examples):

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I acknowledge and agree that my selection for service on the Board and the opportunities made available to me by serving on the Board constitute good and valuable consideration for entering into this agreement, the receipt and sufficiency of which I hereby acknowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date





## IOWA STATE USBC OPERATIONS MANUAL

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### Leadership Code of Ethics

As a member of this Board I will:

- Represent the interests of all people served by this organization, and not favor special interests inside or outside of this Association.
- Not use my service on this Board for my own personal advantage or for the advantage of my friends or supports.
- Keep Board and sensitive information confidential.
- Approach all Board issues with an open mind, prepared to make the best decisions for everyone involved.
- Do nothing to violate the trust of those who elected or appointed me to the Board or of those we serve.
- Focus my efforts on the mission of the Association and not on my personal goals.
- Never exercise authority as a Board member except when acting in a meeting with the full Board or as I am delegated by the Board.

\_\_\_\_\_  
Association Leader

\_\_\_\_\_  
Date



## IOWA STATE USBC OPERATIONS MANUAL

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### Association Leader Commitment Form to Serve the Association

I pledge my commitment to the Iowa State USBC to serve, with other Board members, the bowlers of our association.

I commit myself to the goals and purpose of our association. These goals will be our members' needs.

I will seek our members' responses with regard to the successes of our programs and services.

I commit myself to cooperate and willingly put forth the effort to establish and maintain good working relationships with other Board members.

I commit myself to participate and help to resolve conflict that may arise among Board members.

I commit myself to maintain a professional demeanor when serving as an officer or director of our association.

I commit myself to fulfill the responsibilities of my position on the Board of Directors to the best of my abilities.

If I cannot meet my commitment, I will set a deadline for improvements. If I cannot meet that deadline, I will work to find a replacement person who is willing to meet these commitments.

\_\_\_\_\_  
Association Leader

\_\_\_\_\_  
Date



### ASSOCIATION OPERATIONS

#### **PRESIDENT DUTIES**

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The President is the leader of the association and has additional roles/duties in comparison to other Board members but does not have any additional authority. These duties are centered on the principles of overseeing association activities and providing guidance in helping the association meet its goals. Authority and duties:

1. Presides at and calls all meetings, setting the date, time and location.
  - (a) Regular Meetings. Regular meetings of the ISUSBC Board of Directors shall be held at the call of the President.
  - (b) Special Meetings. Special meetings of the ISUSBC Board of Directors may be called by or at the request of the President or any one of the Directors. The person or persons authorized to call special meetings of the ISUSBC Board of Directors may fix any place and time (including in person or via zoom) for holding such special meeting(s).
  - (c) Notice. Notice of any special meeting shall be given at least 72 hours prior to the meeting date by written notice delivered, by U.S. mail or electronic mail, to each officer/director at his/her designated post office address or electronic address. If mailed, such Notice shall be deemed to be delivered when deposited in the United States mail with proper postage thereon. If by electronic means, such notice shall be deemed to be delivered when it is sent by electronic mail delivery. No special meeting shall be called without written notice, and such notice shall state the place (if applicable), day and hour of the meeting and the general purpose(s) for which it is called, and no other business shall be transacted at the meeting.
2. Acts as spokesperson for the association.
3. Obtains financial records either by mail, email or by having access to any online banking features necessary. If online banking is used, he/she must have their own access code.
  - (a) If already reconciled, the President would check to see the reconciliation is correct.
  - (b) Compares itemized deposits and receipts.
  - (c) Verifies:
    - (1) That all deposits are made within 7 days of receipt.
    - (2) All checking, savings, CD, etc., accounts
    - (3) That all deposits of scholarship funds are made into SMART account(s) as required.
    - (4) Checks book entries including voids and cancelled checks.
    - (5) That all checks and/or receipts have two authorization signatures.
4. Appoints and/or removes committee members and chairperson with Board approval. If a replacement is needed, appoints a person, with Board approval.



## **IOWA STATE USBC OPERATIONS MANUAL**

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5. Provides an agenda to the Board within one week in advance of the meeting, and at last least 60 days in advance to the Association Manager for the Annual Meeting mailings.
6. May attend President-appointed committee meetings in ex-officio, non-voting capacity, unless the Board directs otherwise.
7. Ensure all Board members and the Association Manager are RVP compliant.
8. Annual Meeting:
  - (a) Arrange for the Annual Meeting and banquet with the help of the Association Manager. Sign contracts.
  - (b) Reserve a block of rooms for the board, Hall of Fame Inductees, and USBC and other guests, giving names to the hotel. Ask for another block of at least 30 rooms for delegates and other guests to reserve.
  - (c) Arrange for a meeting room with seating capacity for at least 100 people (depends on registered delegates) and 2 microphones, one at the podium and one in the delegation. Have either tables and chairs or just chairs for delegates for the Annual Meeting (tables work best if there is room).
  - (d) See that sufficient space is available for the credentials, tournament host and future hosts, affiliated clubs and organizations.
  - (e) Arrange to have long, skirted tables and chairs for the Board of Directors and guest(s) at the front of the meeting room and one skirted table for the Sergeant-at-Arms at the back of the room.
  - (f) Will determine seating arrangements at the speakers' table and give Sergeant-at-Arms list.
  - (g) Arrange for the Hall of Fame banquet with seating for number of tickets purchased and extra seats for guests. Select the meal plan at least 60 days before dinner to include information to the delegates for purchase of banquet tickets.
  - (h) Furnish the Association Manager with the President's Report to be included in the delegate packets.

### ***1ST VICE PRESIDENT (& 2ND VICE PRESIDENT) DUTIES***

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Authority and duties:

1. Presides at all meetings when President is absent.
2. Performs other duties as prescribed by the Board or requested by the President.
3. Should be prepared to serve as presiding officer by:
  - (a) Having a copy of the next meeting's agenda before the meeting.
  - (b) Having a good understanding of parliamentary procedure.
  - (c) Being familiar with the association's governing documents (bylaws, USBC Association Policy Manual, association operations manual, etc.



### ***SERGEANT-AT-ARMS DUTIES***

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1. Counting votes during hand/standing votes.
2. Distributing/collecting ballots (if there are no tellers)
3. Speaking up if meeting drifts off topic.
4. Removing disruptive attendees from the meeting.
5. See that the public address system is working with one microphone on the speakers' table and at least one with the delegation.
6. Arrange name plates for the head table seating with the list from the President.



### **ASSOCIATION MANAGER - ADMINISTRATIVE**

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The Administrative Association Manager will be responsible for the day-to-day operations of the Iowa State USBC. They will be responsible for all duties as prescribed by the USBC Association Policy Manual, the Iowa State USBC Board of Directors, and the Iowa State Operations Manual.

The Administrative Association Manager will be hired by the Iowa State USBC Board of Directors and shall meet all requirements as established by the USBC Association Policy Manual as well as the Iowa State USBC Operations Manual.

The duties and responsibilities of the position will be provided to all applicants prior to the interview process in order that they have knowledge of the expectations of the position, and any duties as assigned.

A job performance review will be done quarterly by the Officers of the Iowa State USBC. The criteria used for the review will be provided to the Administrative Association Manager upon their acceptance of the position. The criteria used for the review can be amended by the Officers of the Iowa State USBC at any time.

Upon completion of the quarterly reviews, the Officers will report to the Board of Directors the evaluation results and make any recommendations. The Board of Directors shall have the responsibility to extend, make additional recommendations, or terminate the employment.

1. Selected/appointed by and accountable to the Board and USBC.
2. Acts as the ex-officio, non-voting secretary/treasurer of the Board or such other officer designation as required by law and determined by the Board.
3. Has voice only, does not count towards the quorum and cannot make or second motions at Board meetings. He/she may be excused from Board meetings based on the issue/discussion at hand.
4. Has voice and vote at membership meetings.
5. Responsible for other duties as prescribed by the Board and in the USBC Association Policy Manual.

### **ASSOCIATION MANAGER – ADMINISTRATIVE – ELIGIBILITY**

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6. Must be a minimum age of 18, unless state laws mandate a specific age.
7. Must be USBC bondable.
8. Must be a member of the Association.
9. Is not eligible to serve concurrently as an officer of the Association.
10. Is not eligible to serve concurrently as a director of the Association.



### ***ASSOCIATION MANAGER – ADMINISTRATIVE – AUTHORITY AND DUTIES***

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11. Reporting.
  - (A) To USBC Headquarters, as required.
  - (B) To the Board, delegates, and members at every meeting.
  - (C) A written financial report at every Board and membership meeting.
  - (D) A written year-end audit shall be given to the Iowa State Board of Directors and local associations no later than thirty (30) days after receiving the report from the auditing firm.
  
12. Communication.
  - (A) The following should be communicated by August 1:
    - (1) A WELCOME BACK communication to all Board of Directors, association presidents, association managers, proprietors, and bowling centers served by the Iowa State USBC.
    - (2) The current names, addresses (home and email) and cell phone numbers of the Iowa State USBC Officer, Directors, Tournament Director/s, and Youth Coordinator.
    - (3) A calendar of events listing important dates for the upcoming season as well as providing information regarding dates, deadlines, application forms and requirements to the Iowa State USBC Board of Directors, association presidents, association managers, proprietors, and bowling centers.
    - (4) This communication should include forms related to Hall of Fame, Nomination, Tournaments, and Scholarships.
  - (B) Within fifteen (15) days:
    - (1) Send minutes to Officer, Directors, Youth Coordinator, and Tournament Director/s.
    - (2) Provide written/email notice to ALL Iowa State USBC meetings fifteen (15) days in advance of the meeting date.
  - (C) Correspondence:
    - (1) Has charge of all correspondence directed to and from the Iowa State USBC office (written, email, text, phone messages and/or social media).
    - (2) All communications requiring a response should be completed in a timely fashion and should be done in a friendly, but business-like manner.



## IOWA STATE USBC OPERATIONS MANUAL

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- (D) Financial. Comply with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the Board, which must include:
- (1) Receive and issue a receipt for all funds paid to the association within ten (10) days.
  - (2) Deposit association funds in the association's account, in a financial institution which must be federally insured or its equivalent, within seven (7) days of receipt. Non-Board members are not bonded through USBC. During busy times, such as tournament entry, daily deposits should be made.
  - (3) Ensure all withdrawals have two signatures. (Two members of an immediate family cannot cosign for withdrawals.)
  - (4) Provide the President and Finance & Budget Chairperson with all records for monthly verifications.
  - (5) Ensure all required financial reports are filed. (IRS, payroll taxes, state taxes, etc. Refer to Section D of this chapter.)
  - (6) Provide all documentation for the examination of the organization's financial documents as required and in a timely manner.
  - (7) He/she is accountable to maintain the operating costs within the approved budget. If additional funds are needed, he/she must make the request per the Board's approved policy.
  - (8) Establish a procedure for retention of records that must include the financial records, to be approved by the Board.
  - (9) Provide a report of financial transactions as requested by the Board or USBC Headquarters.
  - (10) Pay all bills authorized by the Board.
  - (11) Comply with the established bookkeeping procedures and accounting of assets and disbursements, as approved by the Board.
  - (12) Receive and issue a receipt for all funds paid to the association within ten (10) days or as required.
- (E) Other Duties and Responsibilities to be Done within Seven (7) Days.
- (1) Handle association correspondence, including distributing information to and from USBC Headquarters to the respective Board, proprietors and members.
  - (2) Ensure Board members have a current copy of the association's bylaws.
  - (3) Distribute meeting notifications, as designated in the bylaws.





## IOWA STATE USBC OPERATIONS MANUAL

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- (4) Maintain the association's operations manual, if applicable.
- (5) Receive, compile and file committee reports.
- (6) Record and maintain meeting minutes.
- (7) Assist President with set up of Annual Meeting.
- (8) The Association Manager will be responsible to supervise all tournaments operated by the Iowa State USBC.
- (9) He/She will maintain for at least one year, a prize list with the name and score of each prize winner, the prize issued and a financial statement listing all prize receipt disbursements for each tournament conducted. Tournament managers will submit all required reports to the Association Manager.
- (10) Order association supplies.
- (11) Submit the association's delegates/alternates credentials to USBC.
- (12) Transmit all Board member information to USBC Headquarters within twenty (20) days of election in order to maintain the accuracy of the information.
- (13) Perform other duties as prescribed by the Board, the USBC Bylaws, *USBC Association Policy Manual*, and the association's operations manual, as applicable.

### **PERFORMANCE REVIEWS**

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1. The Association Manager reports and is accountable to the Board and USBC Headquarters.
2. Federal and state laws on employment must be taken into consideration.
3. The Board should, at a minimum, review the Association Manager's performance annually.
4. Documentation of performance items (both good and bad) should start from the day of the Association Manager's hiring/appointment.

### **HALL OF FAME MANAGER (LIASON)**

---

Conduct/oversee the committee designated to do the Hall of Fame guidelines and the committee for selection. Will do all the work of notifications, ordering of awards, preparation for the Hall of Fame banquet including sales of tickets. Reports to the Association Manager regarding all aspects, selection, purchases and finances.



### YOUTH OPERATIONS

The Youth Subcommittee consists of the Iowa State USBC Youth Committee, the Youth Coordinator, ten (10) District Supervisors, four (4) youth, and the Pepsi Director.

#### ***YOUTH COORDINATOR DUTIES***

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The Youth Coordinator shall perform the following duties:

1. With the Youth Committee Chair will make arrangements for the Annual Conference of Youth Representatives (hereinafter referred to as the "Annual Conference"), with Iowa State USBC Board of Directors (hereinafter "State Board") approval.
2. With the Youth Committee Chair will set the location, date and lineage fees of the Family Doubles Tournament.
3. Send names and addresses of Youth Representatives available for committee appointment to the Youth Committee Chair by May 15.
4. Process and submit all financial obligations to the Association Manager for payment.
5. Record the minutes of all Iowa State USBC youth meetings and furnish the President and Association Manager with copies within fifteen (15) days and submit all committee recommendations for approval by the State Board.
6. All tournament changes and recommendations will be submitted to the State Board for approval for implementation on August 1.
7. Compile a calendar of events for the upcoming Iowa State USBC youth season, and distribute to all officers, directors, local association managers, and bowling centers.
8. Welcome letter to proprietors, including Family Double entries, district site sheet, handicap sheet, and State Board and Youth Committee roster by August 1.
9. Furnish all members of the Youth Committee, Youth Subcommittee, District Supervisors, Association Manager, and State Board with minutes of the Annual Conference no later than October 1.
10. Retain in Iowa State USBC files, dated copies of all correspondence sent by the Youth Committee. Copies of all correspondence shall be sent to the President and Association Manager within five (5) days of mailing.
11. Prepare all expense vouchers/warrants and submit to the Association Manager for payment.
12. Process and submit scholarship transactions to SMART fund at USBC within 30-day deadline of an event. Submit warrant or payment request to the Association Manager for payment.



## IOWA STATE USBC OPERATIONS MANUAL

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13. Maintain a separate ledger for petty cash fund.
14. Has charge of and conducts all correspondence.
15. Sends written notices for meetings fifteen (15) days in advance.
16. Records and maintains all proceedings of the Youth Conference.
17. Maintains a current list of names and addresses of all Youth Representatives.
18. Reports to the President, State Board and the Youth Committee as requested.
19. Detailed accounting and funds will be forwarded to the Association Manager weekly.
20. Attach any damaged or voided checks to warrant and submit to Association Manager.
21. Attach all invoices or receipts to the voucher/warrant and submit to the Association Manager.
22. All bank statements forwarded to the Association Manager monthly.
23. Assist the Finance & Budget Committee in preparation of the budgets.
24. Serve as Tournament Director for the Family Doubles and State Tournament(s). In this capacity, the Youth Coordinator will have supervisory control of all technical parts of the operation of the tournaments, including the printing of the entry form and rules, scheduling of entrants, selection of awards, and will certify all tournaments with USBC. Manages the blind draw and youth 9-pin tournaments at the Youth Conference.
25. Turn over to the appointed successor all books, records and files, equipment and property owned by or belonging to the Iowa State USBC within ten (10) days after the Youth Coordinator vacates the position.
26. Update annually the inventory of equipment and property and keep on file and forward to the Association Manager by October 1.
27. Shall provide to the District Supervisors the names of all associations and bowling centers in their district.
28. Shall maintain permanent plaques for Hall of Fame, Bowler of the Year, Harry Tuma, Coach of the Year, Volunteer of the Year, Stacia Richardson Sportsmanship Award, and the Iowa State USBC Sportsmanship Award, listing the winners and the dates along with Past President and Past Secretary-Treasurer/Association Manager plaques. These plaques shall be kept in the youth office.
29. Submit scholarship funds to USBC Headquarters for administration by SMART within 30 days of the completion of the league/tournament/event, including academic or meritorious accomplishments
30. Is a representative to the Iowa Bowling Council.



### **PERFORMANCE REVIEWS**

---

1. The Youth Coordinator reports and is accountable to the Board and USBC Headquarters.
2. Federal and state laws on employment must be taken into consideration.
3. The Board should, at a minimum, review the Youth Coordinator's performance annually.
4. Documentation of performance items (both good and bad) should start from the day of the Youth Coordinator's hiring/appointment.

### **DISTRICT SUPERVISORS**

---

1. District Supervisors shall be appointed by the President, with recommendation of the Youth Committee.
2. District Supervisors shall retain their position for three (3) years.

District Supervisors who do not wish to continue in that capacity, shall submit a written resignation to the President. Said request should be made by April 15 prior to the Annual Conference.

3. The State of Iowa shall be divided into ten (10) districts composed of the following counties.
  - (a) District 1 – Buena Vista, Cherokee, Clay, Dickinson, Emmet, Lyon, O'Brien, Osceola, Palo Alto, Plymouth, Pocahontas, Sioux and Woodbury.
  - (b) District 2 – Butler, Cerro Gordo, Floyd, Franklin, Hancock, Humboldt, Kossuth, Mitchell, Winnebago, Worth and Wright.
  - (c) District 3 – Allamakee, Blackhawk, Bremer, Buchanan, Chickasaw, Clayton, Delaware, Fayette, Howard and Winneshiek.
  - (d) District 4 – Boone, Grundy, Hamilton, Hardin, Marshall, Story and Webster.
  - (e) District 5 – Benton, Cedar, Iowa, Johnson, Jones, Linn, Poweshiek and Tama.
  - (f) District 6 – Clinton, Dubuque, Jackson, Muscatine and Scott.
  - (g) District 7 – Audubon, Calhoun, Carroll, Crawford, Greene, Guthrie, Harrison, Ida, Monona, Sac and Shelby.
  - (h) District 8 – Adair, Adams, Cass, Fremont, Mills, Montgomery, Page, Pottawattamie and Taylor.



## **IOWA STATE USBC OPERATIONS MANUAL**

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- (i) District 9 – Clarke, Dallas, Decatur, Jasper, Lucas, Madison, Marion, Monroe, Polk, Ringgold, Union, Warren and Wayne.
  - (j) District 10 – Appanoose (moved to 10 from district 9), Davis, Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Mahaska, Van Buren, Wapello and Washington.
- 4. Shall run the district Family Doubles and Pepsi events.
  - 5. Shall be compensated as provided in the Operations Manual approved by the State Board.
  - 6. Shall assist in the formation of youth bowling programs.
  - 7. May make recommendations for the site of District Family Doubles to the Youth Coordinator prior to May 1 of each year.

### ***YOUTH REPRESENTATIVE DUTIES***

---

- 1. Youth Representatives shall be appointed by the President with recommendations of the Youth Committee.
- 2. Youth Representatives shall retain their position on the Subcommittee for one (1) year. They can serve an unlimited number of terms as appointed.
- 3. Youth will reside on committees as appointed by the Youth Coordinator at the Annual Conference.
- 4. Shall have voice and vote in all decisions brought forth at the Annual Youth Conference or any of the Subcommittee meetings called.
- 5. Shall bring forth recommendations to the Youth Committee for suggested changes on youth tournaments.

### ***PEPSI DIRECTOR DUTIES***

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- 1. Shall be appointed by the President for a three (3) year term with input from the Youth Coordinator and Youth Committee.
- 2. Shall work with the District Supervisors to run the Pepsi tournament in all 10 districts.
- 3. Shall run the State Pepsi Finals tournament in a format that considers input from the youth at the Annual Youth Conference.
- 4. Shall maintain accurate records of bank statements, SMART fund accounts and physical assets. An audit shall be conducted at the Annual Youth Conference of said holdings with a report by the Audit Committee provided to the President.



### **AWARDS**

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#### **Honor Score Awards**

- (a) Games of 298, 299 or 300 bowled by boys and girls.
- (b) Series of 800 or more bowled by boys and girls.
- (c) Series of 700 - 799 bowled by girls.

Honorees must be Iowa State USBC youth members, and only those scores rolled in Iowa State USBC youth certified leagues or tournaments will be recognized. Presentation of the honor awards shall be made on the weekend of the Annual Conference of Youth Representatives or at a meeting of the youth's home association, whichever the youth member prefers. For the first honor score bowled a plaque will be awarded. For each succeeding honor score, a bar will be awarded. One plaque per award will be awarded to the Iowa State USBC youth member.

#### **Coach of the Year**

A plaque shall be presented to the Iowa State USBC Youth Coach of the Year. The award shall be presented on the weekend of the Annual Conference. The Iowa State USBC Youth Coach of the Year and the person(s) submitting the winning applicant shall be invited to the Annual Conference. A plaque listing all Coach of the Year winners and years shall be kept in the youth office. Recipient can only receive this award one time.

The Coach of the Year will be invited to attend the Hall of Fame banquet where they will be recognized and honored.

One night's lodging at the host hotel will be provided by Iowa State USBC.

Two Hall of Fame dinner tickets will be provided to each adult award recipient. Additional dinner tickets may be purchased; a timeline for ticket purchase and hotel room reservation will be followed.

All honorees will be encouraged to attend the Sunday Annual Meeting where they will again be introduced and honored.

#### **Volunteer of the Year**

A plaque shall be presented to the Iowa State USBC Youth Volunteer of the Year. The award shall be presented on the weekend of the Annual Conference. The Iowa State USBC Youth Volunteer of the Year and the person(s) submitting the winning applicant shall be invited to the Annual Conference. A plaque listing all Volunteer of the Year winners and years shall be kept at the youth office. Recipient can only receive this award one time.

The Volunteer of the Year will be invited to attend the Hall of Fame banquet where they will be recognized and honored.

One night's lodging at the host hotel will be provided by Iowa State USBC.



## **IOWA STATE USBC OPERATIONS MANUAL**

Two Hall of Fame dinner tickets will be provided to each adult award recipient. Additional dinner tickets may be purchased; a timeline for ticket purchase and hotel room reservation will be followed.

All honorees will be encouraged to attend the Sunday Annual Meeting where they will again be introduced and honored.

### **Bowling Center Participation Awards**

Framed certificates or plaques shall be awarded to the bowling centers with the highest percentage of entries into the Family Doubles and State Tournament (based on current year membership as of May 1), in the following categories:

- (a) Centers with 50 and under certified Iowa State USBC Youth members.
- (b) Centers with 51 to 100 certified Iowa State USBC Youth members.
- (c) Centers with more than 101 certified Iowa State USBC Youth members.

### **Bowler of the Year Award**

This award will be three separate categories:

- (a) Bowling Ability (boy)
- (b) Bowling Ability (girl)
- (c) Local Association Leadership (up to 2 with minimum of 4 applicants)

Each category will have its own form and requirements, but they all will be included in the same packet. A person can only win one of the categories per year, but they will be eligible to receive at least three of the different categories over the time of involvement in youth bowling. This award will be presented during the Annual Conference. A \$400.00 scholarship will also be awarded in each of the categories and these funds will be placed in the SMART fund.

While we do understand that many of our USBC Youth bowlers also bowl in high school, this Bowler of the Year award will be based on their membership in USBC. We feel the high school program offers their own award system, so we hope the bowlers will be recognized through the Iowa High School bowling programs.

The Bowler(s) of the Year will be invited to attend the Hall of Fame banquet where they will be recognized and honored.

One night's lodging at the host hotel will be provided by Iowa State USBC.

Two Hall of Fame dinner tickets will be provided to each adult award recipient. The Bowler of the Year award recipient(s) will receive three (3) meal tickets (bowler and parents). Additional dinner tickets may be purchased; a timeline for ticket purchase and hotel room reservation will be followed.

All honorees will be encouraged to attend the Sunday Annual Meeting where they will again be introduced and honored.



### COMPENSATION & ALLOWABLE EXPENSE

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1. Members of the Youth Committee, Youth Subcommittee and District Supervisors who are not members of the State Board who attend meetings of the State Board, Annual Conference, or state bowling functions, shall be reimbursed at the following rates.
  - (a) Mileage - \$.30 per mile
  - (b) Meals - a maximum per diem of \$30.00 per day.
  - (c) Lodging - rate of single occupancy
2. When conducting authorized Iowa State USBC Youth Association tournaments or Pepsi tournaments, District Supervisors shall receive compensation from entry fees of \$0.25 per entry, minimum \$40.00 per day, in addition to reimbursement for expenses as specified in #1.
3. The Pepsi Tournament Director shall receive compensation of \$0.25 per line per entry, minimum of \$100.00. If the Pepsi Tournament Director requires assistants for the State Finals, the assistants shall receive \$40.00 per day in addition to reimbursement for expenses as specified in #1. This reimbursement shall be recovered from expenses of the Pepsi tournament. Also, if the Pepsi Tournament Director is not a member of the State Board, their attendance at the Annual Conference will be reimbursed from the Pepsi funds.
4. The Youth Coordinator's salary shall be determined by the Iowa State USBC Board. In addition, the Youth Coordinator shall receive reimbursement for expenses as specified in #1.
5. The Youth Coordinator shall be authorized to hire assistants to help conduct the state finals for Family Doubles or State Championship Tournament, if necessary. The assistants shall receive \$40.00 per day in addition to reimbursement for expenses as specified in #1.
6. The Youth Coordinator shall be paid rent for home office space at the rate of \$300.00 per month (\$3,600.00 per year).
7. All requests for reimbursements should be submitted within one (1) week on an Iowa State USBC expense form to the Association Manager.
8. Whenever possible, the Association Manager shall honor all requests for reimbursement within two (2) weeks of receipt.

### MAILINGS

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Mutual agreements to all Family Doubles District Site proprietors during the month of May.

Packets including Family Doubles information shall be mailed by August 1 to local association managers and District Supervisors.

The December mailing shall include applications for the following awards: Bowler of the Year, Coach of the Year, and Volunteer of the Year. All award applications shall have a due date of May 1. Also included





## **IOWA STATE USBC OPERATIONS MANUAL**

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in this mailing shall be the State Championship Tournament entry forms and District Supervisors and Youth Subcommittee member's application forms.

Bid sheets for Family Doubles shall be included with the late November/early December mailing.

Annual Conference credential forms shall be distributed to all the Youth Committee, Youth Subcommittee, District Supervisors, and local associations no later than April 1. Forms shall have a due date of May 1.

### ***DUTIES OF THE COMMITTEES***

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All committees shall meet at the Annual Conference to review their committee duties. The committees shall make recommendations for changes they deem necessary to improve the operation, management, or purpose and objectives of the Iowa State USBC youth.

All committee recommendations shall be forwarded to the Youth Committee for approval or rejection. The Youth Committee Chair will present all recommendations for approval or rejection as required to the State Board for their consideration. Rationale for proposed changes shall be stated and should convey the true intent of the change.

#### **Family Doubles Tournament Committee**

This committee shall review all tournament rules, entry forms, dates, and fees. Their recommendations shall be presented to the Youth Committee, Youth Subcommittee and District Supervisors for approval prior to being submitted to the Youth Representatives.

1. District Sites. District Supervisors shall make recommendations to the Youth Coordinator for the upcoming tournament by May 1 of each year.
2. State Finals. The Youth Committee Chair and Youth Coordinator shall have the authority to select the location and negotiate the lineage fees for this event.
3. Submit a final written report to the Youth Coordinator by the end of the Annual Conference.

#### **State Championship Tournament Committee**

This committee shall review all tournament rules, entry forms, dates, and fees. Their recommendations shall be presented to the Youth Committee, Subcommittee and District Supervisors for approval prior to being submitted to the Youth Representatives.

1. The tournament rules shall be governed by the USBC General Playing Rules and Certified Tournament rules.
2. Submit a final written report to the Youth Coordinator by the end of the Annual Conference.

The youth committee to seek and select invitations, two years in advance, from sites to host State Youth tournament. The site must be in compliance with policies established by the operations manual.



## **IOWA STATE USBC OPERATIONS MANUAL**

The host association would be required to have a minimum of 4 teams' participation for each of the 3 consecutive years prior to their hosting the tournament. If unable to meet the additional criteria, it would be opened up for bids, with final approval by the Board.

1. If it becomes advisable to relocate, the President and Association Manager, with State Board approval, will award the annual tournament to another bowling center(s).

### **Pepsi Youth Bowling Championship Committee**

1. The Tournament Director(s) shall serve as committee chairperson(s). The committee shall determine all dates, locations, rules and bowling format.
2. Submit a final written report to the Youth Coordinator by the end of the Annual Conference.

### **Awards and Services Committee**

1. The purpose of this committee is to recognize and award members of the Iowa State USBC youth community for their contributions to youth bowling. This committee will look over and make recommendations of any changes to be made to the Coach of the Year, Volunteer of the Year and the Bowler of the Year award forms and/or points sheet.
2. The Youth Coordinator will determine 10 voting members of the Youth Committee, Youth Subcommittee and District Supervisors based on nominations received. If a voting member sends in a nomination, he/she will not vote. If there is a nomination from a voting member's local association, that member(s) will not vote.
3. Returned nomination forms will be mailed to the Youth Coordinator and must be postmarked no later than May 1.
4. Selection shall be made by mail vote.
5. The Iowa State USBC shall pay all copying and postage expense.
6. The Youth Coordinator shall notify the person who nominated the recipient. The person making the nomination shall make necessary arrangements to have the recipient at the Annual Conference to receive their award.
7. The Association Manager, upon recommendation from the Youth Committee, may submit the names and credentials of the Coach of Year and Volunteer of the Year to the USBC headquarters for consideration for National Coach of the Year and Volunteer of the Year.
8. The Youth Committee Chair will turn in all forms submitted and submit a final written report to the Youth Coordinator by the end of the Annual Conference.



## DIRECTOR OF WEB SERVICES

### **RESPONSIBILITIES**

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1. Build and maintain functional and easy-to-use web content.
2. Provide a responsive design by testing content or applications across browsers, operating systems and devices.
3. Liaison between hosting company or service provider to maintain, configure and troubleshoot any server or access issues.
4. Update website content.
  - (a) Correspond with social media committee, Association Manager, and Board of Directors to establish a steady flow of website content.
  - (b) Interact with appropriate content providers including social media committee, Association Manager, and Board members to establish publishing standards which utilizes the best solution for the user's experience.
  - (c) Explore and utilize content ideas from all sources including but not limited to end users, Board members, local association members, proprietors, and USBC affiliates.
5. Organize the storage of the website content into a logical and functional structure.
6. Debug pages and fix broken links or images.
7. Monitor and analyze site performance and traffic statistics as well as optimize loading speeds and capacity.
8. Address user comments, questions, and issues either directly, or via correspondence to the appropriate board members and association manager.

### **POLICY MANUAL DESIGNATIONS**

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1. Meeting Participation:
  - (a) Annual Board of Directors Meeting
  - (b) Fall Board Meeting
2. Travel Allowance:
  - (a) Equivalent allowances as provided for officers, directors, association managers, and the financial officer.
3. Salary and Expense:
  - (a) Technology Web Master salary of one thousand two hundred (\$1,200.00).



### TOURNAMENTS

The Iowa State USBC will sponsor the following adult tournaments annually.

- Bowl for the Cure Mail-in Tournament
- BVL Mail-in Tournament
- Mixed State Tournament
- Open Championship Tournament
- Women's Championship Tournament
- Women's Seniors Tournament

#### ***TOURNAMENT DIRECTOR – OPEN***

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The Tournament Director – Open shall be selected/appointed by the Iowa State USBC Board of Directors. The Tournament Director shall be accountable to the Board for the operation of the Annual Open Tournament.

As the Tournament Director, they shall be responsible for all duties as prescribed by the Board and the USBC Association Policy Manual and the Iowa State USBC Operations Manual.

The compensation rate shall be \$.50 per person per entry. The rate of compensation shall be determined annually.

#### **Duties**

The duties and responsibilities of the Tournament Director – Open shall be determined by the Iowa State USBC Board of Directors. Those duties and responsibilities may include but are not limited to:

1. Update entry forms yearly and make them available to members.
2. Ensure that the tournament is certified with USBC.
3. Provide training and guidelines in order to support the local association and their volunteers.
4. Receive and process entries, verify averages and send confirmations to captains as required by the on-line registration process.
5. Schedule squads in cooperation with the online registration process and local association.
6. Provide host association with the weekly schedule including any changes or substitutions at least three (3) days before the date scheduled to bowl.
7. Update and provide the association president and the webmaster the latest scores by Tuesday for posting.



## **IOWA STATE USBC OPERATIONS MANUAL**

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8. Close the tournament, prepare and distribute the prize fund within the USBC required time frame – thirty (30) days after the tournament closing date.
9. Submit the final report to USBC within thirty (30) days of the completion of the Open Tournament as required.
10. Submit a summary of the awards given to the Iowa State USBC and the chair of the Awards Committee within thirty (30) days after the tournament closing date.
11. Order award plaque for all winners within thirty (30) days of the tournament closing date.

### ***TOURNAMENT DIRECTOR – WOMEN’S/MIXED/SENIORS***

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The Tournament Director – Women’s/Mixed/Seniors shall be selected/appointed by the Iowa State USBC Board of Directors. The Tournament Director shall be accountable to the Board for the operation of the Women’s Championship Tournament, the Mixed Doubles Tournament, and the Seniors Tournament which will be conducted annually by the Iowa State USBC.

As the Tournament Director, they shall be responsible for all duties as prescribed by the Board and the USBC Association Policy Manual and the Iowa State USBC Operations Manual.

The compensation rate shall be \$.50 per person per entry. The rate of compensation shall be determined annually.



## IOWA STATE USBC OPERATIONS MANUAL

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### Duties

The duties and responsibilities of the Tournament Director – Open shall be determined by the Iowa State USBC Board of Directors. Those duties and responsibilities may include but are not limited to:

1. Update entry forms yearly and make them available to members.
2. Ensure that the tournament is certified with USBC.
3. Provide training and guidelines in order to support the local association and their volunteers.
4. Receive and process entries, verify averages and send confirmations to captains as required by the on-line registration process.
5. Schedule squads in cooperation with the online registration process and local association.
6. Provide host association with the weekly schedule including any changes or substitutions at least three (3) days before the date scheduled to bowl.
7. Update and provide the association president and the webmaster the latest scores by Tuesday for posting.
8. Close the tournament, prepare and distribute the prize fund within the USBC required time frame – thirty (30) days after the tournament closing date.
9. Submit the final report to USBC within thirty (30) days of the completion of the Open Tournament as required.
10. Submit a summary of the awards given to the Iowa State USBC and the chair of the Awards Committee within thirty (30) days after the tournament closing date.
11. Order award plaque for all winners within thirty (30) days of the tournament closing date.

### ***TOURNAMENT MANAGERS – ON-SITE***

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The host association(s) shall appoint a qualified individual to function as the Tournament Manager, typically the local association manager, to work under the discretion of the Tournament Director in running the tournaments. Compensation to the host will be \$.20/line per person to be used at their own discretion. If two associations are co-hosting, the compensation will be divided based on entry numbers. Compensation for the Mixed and Seniors Tournaments will be issued at the beginning of the tournaments. Compensation for the Open and Women's Championships host(s) will be issued on March 31 in the amount of the actual attendance up to that date and the remainder to be issued at the completion of the tournaments.

### **Tournament Manager Duties**

Responsibilities determined by the Iowa State Board of Directors and include but not limited to:



## **IOWA STATE USBC OPERATIONS MANUAL**

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1. Recruit qualified volunteers to conduct operations of the tournament.
2. Check in bowlers and make last minute substitutions.
3. Enforce rules and answer questions.
4. Report scores weekly to the Tournament Director.
5. Distribute on-site awards (provided by the Iowa State USBC).

### **Tournament Floor Monitors Duties**

1. Enter the bowler's name or identification into the scoring system.
2. Make all needed score corrections.
3. Monitor the operation of machines and immediately report problems to the control counter.
4. Collect official recap sheets.
5. Direct any bowler to the tournament office for on-site awards.

### ***TOURNAMENT DIRECTORS – MAIL-IN TOURNAMENTS***

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The Directors of the Mail-in Tournaments – BVL and Bowl for the Cure – shall be selected/appointed by the Iowa State USBC Board of Directors. These Tournament Directors shall be accountable to the Board for the operation of their respective tournaments.

As Tournament Directors, they shall be responsible for all duties as prescribed by the Board and the USBC Association Policy Manual and the Iowa State USBC Operations Manual.

The compensation for being the Mail-in Tournament Director shall be \$.40 per event per person.

### **Mail-in Tournament Directors – Duties**

The duties and responsibilities of the Mail-in Tournament Directors shall be determined by the Iowa State USBC Board of Directors. Those duties and responsibilities may include but not limited to:\

1. Update entry forms yearly and make them available to members and the webmaster.
2. Ensure that the tournament is certified with USBC.
3. Receive and process entries, verify averages and send confirmations to captains.
4. Close the tournament, prepare and distribute prize fund within the USBC required time frame of thirty (30) days of the close of the tournament.
5. Submit the final report to USBC and the Iowa State USBC within thirty (30) days of the completion of the Mail-in Tournaments.



### **MISCONDUCT POLICY**

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Misconduct of tournament participants will not be tolerated and include but not limited to:

1. Disrespect or aggressive behavior towards volunteer tournament workers.
2. Misrepresentation of average.
3. Recording incorrect scores to benefit the bowler.
4. Unruly, offensive behavior that slows progress of the tournament.
5. Inappropriate attire that may be disruptive or offensive to other bowlers.
6. Bowling under an assumed name (bowls under name of entrant who fails to attend or is under suspension or any team which employs such person herein described).

Consequences may include – individual or persons involved:

1. Disqualification of game(s) and dismissal from the bowling establishment.
2. Suspension from participation in optional pots, brackets, etc., at Iowa State tournaments (we should allow participation in tournaments unless membership if suspended by USBC).
3. Suspension of USBC membership.

The decision of the Tournament Director, President, Board members, or the Tournament Director's assistants shall be final in these matters.

A non-bowling adult should supervise children. Disruptive behavior by uncontrolled children shall be subject to the appropriate actions by house personnel or tournament management.





### ***BOWL FOR THE CURE MAIL-IN TOURNAMENT***

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The Iowa State USBC will conduct a mail-in singles tournament for all current Iowa adult USBC members in support of the “Susan G. Komen for the Cure” and “Bowl for the Cure®.” The Susan G. Komen for the Cure Promise: To save lives and end breast cancer forever by empowering people, ensuring quality of care for all and energizing science to find the cures. For more information on the Komen Foundation, please contact them at 5005 LBJ Freeway, Suite 250, Dallas, TX 75244, visit [www.komen.org](http://www.komen.org) or call 1.800.I’m.Aware® (1-800-462-9273).

1. This tournament will be conducted by the Iowa State USBC for its adult members. An entrant must be a current member of both USBC and the Iowa State USBC.
2. This tournament will carry its own certification and will be certified through USBC. All awards will be issued through leagues/local association tournaments. If a tie for first place occurs in any division, co-champions will be declared, and prize money will be combined and divided equally.
3. The Iowa State USBC will donate 100% of net proceeds equally to the Iowa Komen affiliates. Unused expense funds may be submitted to the “Susan G. Komen for the Cure” at the Board’s discretion, for the benefit of Iowa bowlers.
4. This tournament will be conducted by submitting USBC certified league and local association tournament scores bowled during the week of “Bowl for the Cure®” which is generally the second week in February. In the event scheduled league or local association tournament bowling is postponed, or you are unable to bowl due to illness, etc., scores bowled the following week will be accepted. ONLY USBC CERTIFIED LEAGUE/LOCAL ASSOCIATION TOURNAMENT SCORES WILL BE ACCEPTED. Substitutions will not be allowed.
5. The tournament rules shall be governed by the USBC General Playing Rules and Certified Tournament rules.
  - USBC Rule 319a-2 (10 pin rule) will not apply
  - USBC Rule 319a-3 (bowler’s responsibility for correct average) will apply
  - USBC Rule 319d (previous prize winnings) will not apply
  - USBC Rule 319e (average adjustment for entry) will apply
6. All scores must be bowled in USBC certified leagues or local association tournaments. An entry will be declared ineligible if the score verification form is returned without a copy of the league or tournament recap sheet.
7. Any protest regarding scores must be submitted in writing to the Tournament Director not later than seventy-two (72) hours after the games have been bowled. Protest regarding divisions must be made to the Tournament Director prior to the date bowled. The action of the Tournament Director shall be final unless an appeal is made to the Iowa State USBC Board of Directors or to USBC.
8. The Iowa State USBC Board of Directors shall have the power to hear and act on all protests arising from or under construction of the rules of the Iowa State USBC “Bowl for the Cure®” Mail-in Singles Tournament. The tournament rules will be adopted by the Iowa State USBC Board of Directors.



### **BVL MAIL-IN TOURNAMENT**

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The Iowa State USBC will conduct a mail-in singles tournament for all current Iowa adult USBC members in support of the Bowlers to Veterans Link (“BVL”). The BVL raises approximately one million dollars each year for the nation’s veterans in need, as well as supporting hundreds of other therapeutic and recreational programs at VA Medical Centers, Vet Clinics and Out-Patient Clinics. The BVL, founded in 1942, is located in Fairfax, Virginia.

1. This tournament will be conducted by the Iowa State USBC for its adult members. An Iowa State USBC Board member will be the Tournament Director (or an appointee at the discretion of the Board). An entrant must be a current member of both USBC and the Iowa State USBC.
2. This tournament will carry its own certification and will be certified through USBC. All awards will be issued through leagues/local association tournaments. If a tie occurs in any division, co-champions will be declared, and prize money will be combined and divided equally.
3. The Iowa State USBC will donate 100% of net proceeds to the BVL, including the three facilities in Iowa (Des Moines, Iowa City and Marshalltown) and any other veteran venue. Unused expense funds may be submitted to the BVL at the Board’s discretion.
4. This tournament will be conducted by submitting USBC certified league and local association tournament scores bowled during the week that Veteran’s Day generally falls. In the event scheduled league or local association tournament bowling is postponed, or you are unable to bowl due to illness, etc., scores bowled the following week will be accepted. **ONLY USBC CERTIFIED LEAGUE/LOCAL ASSOCIATION TOURNAMENT SCORES WILL BE ACCEPTED.** Substitutions will not be allowed.
5. The tournament rules shall be governed by the USBC General Playing Rules and Certified Tournament rules.
  - USBC Rule 319a-2 (10 pin rule) will not apply
  - USBC Rule 319a-3 (bowler’s responsibility for correct average) will apply
  - USBC Rule 319d (previous prize winnings) will not apply
  - USBC Rule 319e (average adjustment for entry) will apply
6. All scores must be bowled in USBC certified leagues or local association tournaments. An entry will be declared ineligible if the score verification form is returned without a copy of the league or tournament recap sheet.
7. Any protest regarding scores must be submitted in writing to the Tournament Director not later than seventy-two (72) hours after the games have been bowled. Protest regarding divisions must be made to the Tournament Director prior to the date bowled. The action of the Tournament Director shall be final unless an appeal is made to the Iowa State USBC Board of Directors or to USBC.
8. The Iowa State USBC Board of Directors shall have the power to hear and act on all protests arising from or under construction of the rules of the Iowa State USBC BVL Mail-in Singles Tournament. The tournament rules will be adopted by the Iowa State USBC Board of Directors.



### **MIXED TOURNAMENT**

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#### **Tournament Workers**

The Hosting Association will provide an adequate number of workers necessary to assure that all tournament operations and procedures be managed in a timely and efficient manner. The workers will be under the direction of the Tournament Director. Compensation for workers shall be provided to the association at the beginning of the tournament. Rate of compensation shall be \$0.20 per line per person, which the hosting association may distribute at their discretion, and they shall be responsible for any taxes that may be due.

#### **Mixed Tournament Policy**

1. This tournament shall be certified by USBC. All entrants must be members of certified leagues or substitutes whose membership dues have been paid in accordance with the Bylaws of the USBC and the Iowa State USBC for the current season.
2. The tournament shall consist of a 4-person Team Event (2 men and 2 women), a Doubles Event (1 man and 1 woman), and an optional All Events.
3. Late entries may be accepted subject to lane availability and at the discretion of the Tournament Director.
4. All Teams and Doubles (when not on teams) will be notified in writing, of the time(s) they are scheduled to bowl.
5. The Tournament Director reserves the right to move entries if squads cannot be filled.
6. All remittances must be made payable to the Iowa State USBC. NO CASH WILL BE ACCEPTED. All dishonored checks or redeposit fees will be subject to a \$50 service fee per transaction. Failure to make restitution will result in the cancellation of the entire entry. This is the responsibility of the team captain.

#### **Prize Fund**

7. The Board of Directors of the Iowa State USBC shall establish the amount to be allocated to the prize fund annually.
8. All prize funds shall be distributed within thirty (30) days following the close of the tournament except when USBC has authorized delay in payment.



## IOWA STATE USBC OPERATIONS MANUAL

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### Averages

9. It shall be the responsibility of the entrant to verify the accuracy of their average whether submitted by the bowler, the team captain or others. All winners' averages are subject to further verification by the Tournament Director.
10. The tournament will be handicapped at 100% of a 240-base and consist of one (1) division for the Team Event and one (1) division for the Doubles Event. The optional All Events will be two (2) divisions, one (1) for men and one (1) for women.

### Substitutions

11. If a duly scheduled entrant is unable to bowl because of disability or absence, the team captain shall have the right to substitute another bowler who qualifies under the tournament eligibility requirements. After a substitute is secured, they shall remain until the event is completed. All substitutes must be gender specific.
12. If a tournament official is requested to secure a substitute, that substitute will not be required to reimburse the original entrant and will be eligible for any prize money or awards earned by them. When a team secures its own substitute, they shall make their own arrangements for repayment of entry fees and prize distribution.
13. Substitute forms must be in the Iowa State USBC office as soon as possible prior to the date scheduled to bowl.
14. Paid All Events are not transferable unless the substitute replaces an original bowler in both the Team and Doubles events, and the transfer is made by a tournament official prior to the substitute participating in either event. If a substitute has paid the optional All Events fee by the entry closing date, in anticipation of bowling in both events, they would be eligible for the All Events awards.
15. Any bowler who arrives after a game has started will be permitted to bowl at the discretion of the Tournament Manager or the Tournament Assistant in charge. If allowed, they shall begin play with the score to count from the frame being bowled. They will not be credited with any pins for the frames missed (rule 322 a/ab).
16. In the event of an emergency after a game has started, a substitute will be allowed, their scores are to count with the frame being bowled with no delay of game. They must take the place of the absent bowler in the lineup.
17. Scores bowled through the efforts of more than one (1) individual shall not qualify for any USBC tournament individual high score awards, nor shall the scores be included in the All Events.



## IOWA STATE USBC OPERATIONS MANUAL

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### Awards/Ties

18. Championship awards shall be presented to the Team, Doubles, and All Events winner(s) in each division. If a tie occurs in any event, co-champions will be declared. Prize money will be combined and divided equally, and duplicate awards will be presented.

#### **Mixed Championship Tournament**

Team  
Mixed Doubles Event  
All Events - Men  
All Events - Women

#### **Mixed Tournaments (Individual Awards)**

300 Game  
800 Series  
100 Pins Over Game  
150 Pins Over Series

### Protests

19. Any protest regarding scores must be submitted in writing to the Iowa State USBC Association Manager not later than seventy-two (72) hours after the games have been bowled. The action of the Iowa State USBC Association Manager shall be final unless an appeal is made to the Iowa State USBC Board of Directors or to USBC.
20. The Iowa State USBC Board of Directors shall have the power to hear and act on all protests arising from or under construction of the rules of the Iowa State Mixed Tournament. Tournament management has the authority to make decisions regarding anything not covered in these rules.

### Miscellaneous Rules

21. All entrants must report to the tournament check-in office one (1) hour before the scheduled time to bowl. Late substitutes must be made at the tournament office at least ninety (90) minutes prior to their scheduled time to bowl. There will be no line-up changes at the time of participation.
22. Each tournament participant must provide and use their own ball for competition, whether personally owned or a house ball.
23. No music shall be played during tournament competition.

### Bidding Guidelines

A joint invitation from the hosting association and the bowling center(s) shall be received by the Iowa State USBC for consideration. This invitation must be postmarked by February 1, two (2) years prior to the year for hosting.

Only bowling centers with sixteen (16) lanes or more will be considered for hosting the Iowa State Mixed Tournament. If no invitations are received by the deadline, the President, with the approval of the Board of Directors, may select the site.



## **IOWA STATE USBC OPERATIONS MANUAL**

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The bid package should include letters from:

- Bowling center(s) interested in hosting the tournament, including a description of the facilities and equipment, current lineage and projected lineage at the time of the tournament.
- Local bowling association in support of the tournament.

### **Contract**

The bowling center will be considered the contracted provider of services for the Iowa State Mixed Tournament. The center must be well maintained and willing to negotiate a fair price for lineage. The Board of Directors of the Iowa State USBC has the authority to award the tournament to another association and/or center(s) if satisfactory terms cannot be secured from the association or centers during the time of contract signing.

### **Raffle/Gaming License**

Any cash raffle during the Iowa State Mixed Tournament will be under the control of the local host association. They will need to acquire their own gambling license and pay required taxes.

### **Brackets**

If brackets are conducted during this tournament, they shall be subject to the following conditions:

- A. The results are to be printed after each game.
- B. Entry cost and divisions will be at the discretion of the hosting organization.
- C. The Iowa State USBC will not be responsible for the financial aspects or operation of the brackets.
- D. All questions concerning the operation of the brackets will be addressed to the bracket operators.

The Iowa State USBC recommends all bracket payouts be made to the winner or representative thereof at the conclusion of the squad bowled. Signature shall be required for all payouts. Exceptions may be made in the case of delays occurring during the squad which are beyond the control of the hosting association. Any funds not claimed shall be donated to a bowling charity of the hosting association's choosing. Said procedure shall be announced in all squad announcements and posted at the brackets sign-in table/area.



### **OPEN CHAMPIONSHIP TOURNAMENT**

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#### **Rotation**

The Iowa State Open Championship Tournament shall be hosted by associations who are qualified and have shown interest in being on a rotation schedule. An association must have a center with 36 lanes or 16 and 24 when two centers are used. Centers used must be handicap accessible, well maintained and willing to negotiate a fair price for lineage. If an association is unable to host when it is their turn, they will be dropped to the bottom of the rotation schedule and another association will be asked to host. Notice shall be given two years in advance. See appendix for rotation schedule.

#### **Eligibility**

1. All entrants must be members of the Iowa State USBC for the current season. Only members of certified leagues or substitutes whose membership dues have been paid in accordance with the USBC and Iowa State USBC Bylaws may bowl in the Iowa State USBC Open Championship Tournament.
2. The tournament rules shall be governed by the USBC General Playing Rules and Certified Tournament rules.
3. The tournament shall consist of three divisions, Open, Standard, and Booster. Only Standard and Booster shall be handicapped. Events include a five (5) member Team event, a Doubles event, a Singles event (a bowler must bowl in both the Doubles and Singles event), and an optional All Events. Optional entries must accompany the entry form and are non-refundable. An entrant may pay in advance the handicap All Events with the anticipation of bowling in all 3 events and being eligible for the All Events prize fund.
4. Multiple participation will be allowed in the team and doubles events. There must be at least three (3) different bowlers for the team event and different partner in the doubles event. A bowler may bowl once in singles. The penalty for an infraction of this rule is disqualification of the team and forfeiture of entry fees and prize money. The first team and doubles score will be the score used for All Events.

#### **Entry Policy**

5. All entries postmarked the first post office business day following entry closing date shall be accepted. Full remittance (prize, bowling and expense fees) in check or money order must accompany entry.



## **IOWA STATE USBC OPERATIONS MANUAL**

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6. Late entries may be accepted subject to lane availability and at the discretion of the Tournament Director. No entries will be accepted after the tournament begins. All teams and individuals (when not on teams) will be notified in writing of the time they are scheduled to bowl.
7. No entry fees will be refunded after fifteen (15) days from the closing date or fifteen (15) days from the date of confirmation. Rescheduling of any event may be made at the discretion of the Tournament Director. Refunds for overpayment of fees will not be issued for less than \$5.00.

### **Entry Fees and Prize Funds**

8. All remittances must be made payable to the Iowa State USBC. NO CASH WILL BE ACCEPTED. All dishonored checks or redeposit fees will be subject to a \$50 service fee per transaction. Failure to make restitution will result in the cancellation of the entire entry. This is the responsibility of the team captain.
9. The Board of Directors of the Iowa State USBC shall establish the amount to be allocated to the prize fund annually.
10. The prize list shall be prepared with the ratio of one prize to every five (1:5) entries in Team, Doubles, and Singles. All Events, one prize to every twenty (1:20) entries.
11. All prize fees shall remain in the respective division prize money.
12. All prize funds shall be distributed within thirty (30) days following the close of the tournament except when USBC has authorized delay in payment.

### **Averages**

13. Averages used shall be established in any USBC certified leagues and associations and used in the following order:
  - (a) Highest average of not less than twenty-one (21) games in any league (including summer and adjusted sport average) at the end of previous season.
  - (b) Highest average of twenty-one (21) games or more as of January 1 of the current season.
  - (c) Established average of twelve (12) or more games as of the date of participation. Verification from local association will be required.
  - (d) If bowler does not meet any of the above average requirements, they may enter with a 230 average.
14. It shall be the responsibility of the entrant to verify the accuracy of their average, whether submitted by the bowler, the team captain, or others. All winners' averages are subject to further verification by the Tournament Director. Falsification of average will be subject to disqualification.





## IOWA STATE USBC OPERATIONS MANUAL

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### Scheduling

15. There will be no line-up changes at the time of participation.
16. The Iowa State USBC reserves the right to move entries if squads cannot be filled.

### Substitutions

17. If a duly scheduled entrant is unable to bowl because of disability or absence, the captain shall have the right to substitute another bowler who qualifies under the Iowa State USBC Open Championship Tournament eligibility requirements. After a substitute is secured, they shall remain until the event is completed. When a substitution changes a division in any event, the division will be adjusted accordingly.
18. If tournament officials are requested to secure a substitute, that substitute will not be required to reimburse the original entrant and will be eligible for any prize money or awards earned. When the team secures its own substitute, they shall make their own arrangements for repayment of entry fee and prize distribution.
19. Substitute forms must be in the Iowa State USBC office as soon as possible prior to the date scheduled to bowl.
20. Paid All Events are not transferable unless the substitute replaces an original entrant in all three events, and the transfer is made by a tournament official prior to the substitute's participation in any event. If the substitute had paid the optional All Events fee, in anticipation of bowling all three events and bowled all three events, they would be eligible for an All Events award.
21. Any bowler who has arrived after the game has started will be permitted to bowl at the discretion of the Tournament Director or the tournament assistant in charge. If allowed, bowler shall begin play with the score to count from the frame then being bowled. They will not be credited with any pins for the frames missed. (Rule 322a/a-b).

### Awards

#### **Open Tournaments (Individual Awards)**

300 Game  
800 Series  
100 Pins Over Game  
150 Pins Over Series

#### **Open Championship Tournament**

5-Person Team Champions, All Divisions (Awards to each individual)  
Doubles Champions, All Divisions (Awards to each Individual)  
Singles Champions, All Divisions (Individual Award)  
All Events Champions, All Divisions (Individual Award)



## IOWA STATE USBC OPERATIONS MANUAL

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### **50-Year Participation Plaque**

Any bowler competing in their 50th state championship tournament, Open or Women's, will be awarded a 50-Year Club plaque and will be introduced on the squad on which they are bowling each year thereafter. Plaques are awarded by taking the word of the individual bowler. Women may not count both tournaments when bowled the same year (Open and Women's).

### **Ties**

22. If a tie for first place occurs in any event, co-champions will be declared. Prize money will be combined and divided equally, and duplicate awards will be presented.

### **Protests**

23. Any protest regarding scores must be submitted in writing to the Association Manager not later than seventy-two (72) hours after the games have been bowled. Protests regarding classification must be made to the Tournament Director before or at the time of bowling. The action of the Tournament Director shall be final unless an appeal is made to the Board of Directors or to USBC.
24. The Board of Directors shall have the power to hear and act on all protests arising from or under construction of the rules of the Iowa State USBC Open Championship Tournament. The Tournament Director has the authority to make decisions regarding anything not covered in these rules.

### **Raffle/Gaming License**

Any cash raffle during the Iowa State Mixed Tournament will be under the control of the local host association. They will need to acquire their own gambling license and pay required taxes.

### **Brackets**

25. If brackets are conducted during this tournament, they shall be subject to the following conditions:
  - A. The results are to be printed after each game.
  - B. Entry cost and divisions will be at the discretion of the hosting organization.
  - C. The Iowa State USBC will not be responsible for the financial aspects or operation of the brackets.
  - D. All questions concerning the operation of the brackets will be addressed to the bracket operators.



## **IOWA STATE USBC OPERATIONS MANUAL**

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The Iowa State USBC recommends all bracket payouts be made to the winner or representative thereof at the conclusion of the squad bowled. Signature shall be required for all payouts. Exceptions may be made in the case of delays occurring during the squad which are beyond the control of the hosting association. Any funds not claimed shall be donated to a bowling charity of the hosting association's choosing. Said procedure shall be announced in all squad announcements and posted at the brackets sign-in table/area.

### **Miscellaneous Rules**

No music shall be played during tournament competition.



### ***WOMEN'S CHAMPIONSHIP TOURNAMENT***

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#### **Rotation**

The Iowa State Women's Championship Tournament shall be hosted by associations who are qualified and have shown interest in being on a rotation schedule. An association must have a center with 24 lanes or 12 and 16 when two centers are used. Centers used must be handicap accessible, well maintained and willing to negotiate a fair price for lineage. If an association is unable to host when it is their turn, they will be dropped to the bottom of the rotation schedule and another association will be asked to host. Notice shall be given two years in advance. See appendix for rotation schedule.

#### **Eligibility**

1. All entrants must be female members of the Iowa State USBC for the current season. Only members of certified leagues or substitutes whose membership dues have been paid in accordance with the USBC and Iowa State USBC Bylaws may bowl in the Iowa State USBC Women's Championship Tournament.
2. A multiple membership bowler from another state association will be permitted to bowl in the Iowa State USBC Women's Championship Tournament, provided she meets the average and membership requirement.
3. The tournament rules shall be governed by the USBC General Playing Rules and Certified Tournament rules.
4. The tournament shall consist of a 4-woman Team event, a Doubles event, a Singles event (a bowler must bowl in both the Doubles and Singles event), an optional All Events, an optional scratch Singles event and an optional scratch All Events. Entrants who have paid the fees for the regular handicap Singles and All Events may enter the optional Scratch Singles and/or the Scratch All Events. All optional entries must accompany the entry form and are non-refundable. An entrant may pay in advance the handicap All Events and scratch All Events with the anticipation of bowling in all 3 events and being eligible for the All Events prize fund.
5. Multiple participation will be allowed in the Team and doubles event. At least two (2) members of the Team's lineup must be different on each entry, a different partner for the doubles event. A bowler may substitute in the Doubles event multiple times. The first Team and Doubles score will be the score used for All Events, handicap or optional scratch.



## **IOWA STATE USBC OPERATIONS MANUAL**

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### **Entry Policy**

6. Tournament entries open August 1 and entries will be scheduled only when completed entry form and full fees are received by the Association Manager.
7. Late entries may be accepted subject to lane availability and at the discretion of the Tournament Director. No entries will be accepted after the tournament begins. All teams and individuals (when not on teams) will be notified in writing of the time they are scheduled to bowl.
8. No entry fees will be refunded after fifteen (15) days from the closing date or fifteen (15) days from the date of confirmation. Rescheduling of any event may be made at the discretion of the Tournament Director. Refunds for overpayment of fees will not be issued for less than \$5.00.

### **Entry Fees and Prize Funds**

9. All remittances must be made payable to the Iowa State USBC. NO CASH WILL BE ACCEPTED. All dishonored checks or redeposit fees will be subject to a \$50 service fee per transaction. Failure to make restitution will result in the cancellation of the entire entry. This is the responsibility of the team captain.
10. The Board of Directors of the Iowa State USBC shall establish the amount to be allocated to the prize fund annually.
11. All prize funds shall be distributed within thirty (30) days following the close of the tournament except when USBC has authorized delay in payment.

### **Averages**

12. Averages used shall be established in any USBC certified leagues and associations and used in the following order:
  - (a) Highest average of not less than twenty-one (21) games in any league (including summer and adjusted sport average) at the end of previous season.
  - (b) Highest average of twenty-one (21) games or more as of January 1 of the current season.
  - (c) Established average of twelve (12) or more games as of the date of participation. Verification from local association will be required.
  - (d) If bowler does not meet any of the above average requirements, she may enter with a 220 average.
13. It shall be the responsibility of the entrant to verify the accuracy of her average, whether submitted by the bowler, the team captain, or others. All winners' averages are subject to further verification by the Tournament Director. Falsification of average will be subject to disqualification.



## **IOWA STATE USBC OPERATIONS MANUAL**

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14. The Board of Directors shall determine the annual Iowa State USBC Women's Championship Tournament handicap.

### **Scheduling**

15. There will be no line-up changes at the time of participation.
16. The Iowa State USBC reserves the right to move entries if squads cannot be filled.

### **Substitutions**

17. If a duly scheduled entrant is unable to bowl because of disability or absence, the captain shall have the right to substitute another bowler who qualifies under the Iowa State USBC Women's Championship Tournament eligibility requirements. After a substitute is secured, she shall remain until the event is completed.
18. If tournament officials are requested to secure a substitute, that substitute will not be required to reimburse the original entrant and will be eligible for any prize money or awards earned by her. When the Team secures its own substitute, they shall make their own arrangements for repayment of entry fee and prize distribution.
19. Substitute forms must be in the Iowa State USBC office as soon as possible prior to the date scheduled to bowl.
20. Paid All Events are not transferable unless the substitute replaces an original entrant in all three events, and the transfer is made by a tournament official prior to the substitute's participation in any event. If the substitute had paid the optional All Events fee, in anticipation of bowling all three events and bowled all three events, she would be eligible for an All Events award.
21. Any bowler who has arrived after the game has started will be permitted to bowl at the discretion of the Tournament Director or the tournament assistant in charge. If allowed, she shall begin play with the score to count from the frame then being bowled. She will not be credited with any pins for the frames missed. (Rule 322a/a-b)

### **Awards**

State association championship awards shall be awarded to the Team, Doubles, Singles (handicap and optional scratch) and All Events (handicap and optional scratch) champions. In the case of any event winner(s) winning both the handicap and scratch, one award will be presented to the winner(s) showing both awards.



### **Women's Championship Tournament**

4-woman Team event  
Doubles Event  
Singles Event  
Optional All Events  
Optional Scratch Singles Event  
Optional Scratch All Events

### **Women's Tournaments (Individual Awards)**

200 Game  
275 Game, 300 Game  
700 Series, 800 Series  
100 Pins Over Game  
150 Pins Over Series

### **50-Year Participation Plaque**

Any bowler competing in their 50th state championship tournament, Open or Women's, will be awarded a 50-Year Club plaque and will be introduced on the squad on which they are bowling each year thereafter. Plaques are awarded by taking the word of the individual bowler(s). Women may not count both tournaments when bowled the same year (Open and Women's).

### **Ties**

22. If a tie for first place occurs in any event, co-champions will be declared. Prize money will be combined and divided equally, and duplicate awards will be presented.

### **Protests**

23. Any protest regarding scores must be submitted in writing to the Association Manager not later than seventy-two (72) hours after the games have been bowled. Protests regarding classification must be made to the Tournament Director before or at the time of bowling. The action of the Tournament Director shall be final unless an appeal is made to the Board of Directors or to USBC.
24. The Board of Directors shall have the power to hear and act on all protests arising from or under construction of the rules of the Iowa State USBC Women's Championship Tournament. The Tournament Director has the authority to make decisions regarding anything not covered in these rules.

### **Raffle/Gaming License**

Any cash raffle during the Iowa State Mixed Tournament will be under the control of the local host association. They will need to acquire their own gambling license and pay required taxes.



## **IOWA STATE USBC OPERATIONS MANUAL**

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### **Brackets**

25. If brackets are conducted during this tournament, they shall be subject to the following conditions:
- A. The results are to be printed after each game.
  - B. Entry cost and divisions will be at the discretion of the hosting organization.
  - C. The Iowa State USBC will not be responsible for the financial aspects or operation of the brackets.
  - D. All questions concerning the operation of the brackets will be addressed to the bracket operators.

The Iowa State USBC recommends all bracket payouts be made to the winner or representative thereof at the conclusion of the squad bowled. Signature shall be required for all payouts. Exceptions may be made in the case of delays occurring during the squad which are beyond the control of the hosting association. Any funds not claimed shall be donated to a bowling charity of the hosting association's choosing. Said procedure shall be announced in all squad announcements and posted at the brackets sign-in table/area.

### **Miscellaneous Rules**

No music shall be played during tournament competition.





## IOWA STATE USBC OPERATIONS MANUAL

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### **SENIOR WOMEN'S TOURNAMENT**

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#### **Tournament Workers**

The hosting association will provide an adequate number of workers necessary to assure that all tournament operations and procedures be managed in a timely and efficient manner. The workers will be under the direction of the Tournament Director. Compensation for workers shall be provided to the association prior to the beginning of the tournament. Rate of compensation shall be \$0.20 per line per person, which the hosting association may distribute at their discretion, and they shall be responsible for any taxes that may be due.

#### **Senior Women's Tournament Policy**

1. All entrants must be 50 years of age or older on or before May 1 and must be a female member of the Iowa State USBC for the current season. Only members of certified leagues or substitutes whose membership dues have been paid in accordance with the USBC and Iowa State USBC Bylaws may bowl in the Iowa State Senior Women's Tournament. Bowlers need NOT belong to a senior league to be eligible to enter this tournament.
2. The Board of Directors will adopt the Iowa State Senior Women's Tournament rules.
3. The tournament shall consist of a Doubles event and a Singles event with an optional All Events.
4. Entrants shall participate only once in each event. Bowlers entering Doubles must also enter Singles; bowlers entering Singles must also enter Doubles.
5. Notification of scheduled date and time will be sent to person submitting the entry form, who is then responsible for notifying all entrants submitted.
6. All remittances must be made payable to the Iowa State USBC. NO CASH WILL BE ACCEPTED. All dishonored checks or redeposit fees will be subject to a \$50 service fee per transaction. Failure to make restitution will result in the cancellation of the entire entry. This is the responsibility of the team captain.



## IOWA STATE USBC OPERATIONS MANUAL

### Prize Fund

7. The Board of Directors shall establish the amount to be allocated to the prize fund annually.
8. All prize funds shall be distributed within thirty (30) days following the close of the tournament except when USBC has authorized delay in payment.

### Averages

9. It shall be the responsibility of the entrant to verify the accuracy of her average, whether submitted by the bowler or others. The Tournament Director has the right to verify and correct incorrect averages. Failure to use the correct average shall disqualify score if submitted average is lower than correct average thereby resulting in a lower classification or more handicap. Prize winnings shall be based on the submitted average if it is higher than the correct average. However, corrections in averages may be permitted up to the completion of the first game of a series.

### Divisions

10. The tournament shall be divided into two (2) divisions based on entrants age, as follows:

<b>Singles Event</b>		<b>Doubles Event</b>	
Division 1	Ages 65 and over	Division 1	Combined ages of 130 and over
Division 2	Ages 50 to 64 inclusive	Division 2	Combined ages of 100 to 129 inclusive

All Events are in the same division as the entrant's Singles event.

### Scheduling

11. No line-up changes at the time of participation.
12. The Tournament Director reserves the right to move entries if squads cannot be filled.

### Substitutions

13. If a duly scheduled entrant is unable to bowl, another bowler who is qualified under the tournament eligibility requirements may be substituted. Multiple participation in the Doubles event will be allowed only as a substitute.
14. Any bowler who arrives after the game is started will be permitted to bowl at the discretion of the Tournament Director or the tournament assistant in charge. If allowed, she shall begin play with the score to count from the frame then being bowled. She will not be credited with any pins for the frames missed. (Rule 322a/a-b)



## **IOWA STATE USBC OPERATIONS MANUAL**

15. If one bowler is late for the Doubles event, the bowler present will bowl her Singles first. If her partner has not arrived by the time her Singles event is finished, and a substitute cannot be found, she will be permitted to bowl her games in the Doubles event in order to qualify for All Events.
16. Scores bowled through the efforts of more than one individual player shall not qualify for any Iowa State USBC or USBC Awards nor shall the score be included in the All Events.

### **Awards**

17. Iowa State Senior Women's Tournament awards shall be presented to the Doubles, Singles and All Events champions in each division.

#### **Women's Senior Champions**

Doubles Event – Division 1 and Division 2  
Singles Event – Division 1 and Division 2  
Optional All Events – Division 1 and Division 2

#### **Women's Senior (Individual Awards)**

200 Game  
275 Game, 300 Game  
700 Series, 800 Series  
100 Pins Over Game  
150 Pins Over Series

### **Ties**

18. If a tie for first place occurs in any event in any division, co-champions will be declared. Prize money will be combined and divided equally, and duplicate awards will be presented.

### **Protests**

19. Any protest regarding scores must be submitted in writing to the Tournament Director not later than seventy-two (72) hours after the games have been bowled. Protests regarding divisions must be made to the Tournament Director before or at the time of bowling. The action of the Tournament Director shall be final unless an appeal is made to the Board of Directors or to USBC.
20. The Board of Directors shall have the power to hear and act on all protests arising from or under construction of the rules of the Iowa State Senior Women's Tournament

### **Bidding Guidelines**

A joint invitation from the hosting association and the bowling center(s) will be received by the Iowa State USBC for consideration. This invitation must be postmarked no later than February 1 two (2) years prior to the bid year for hosting. If no invitations are received by the deadline, the ISUSBC President, with approval of the Board, may select the site.

Only bowling centers with eight (8) or more lanes will be considered for hosting the Iowa State Senior Women's Tournament.



## **IOWA STATE USBC OPERATIONS MANUAL**

The Bid Package should include letters from:

- Bowling center(s) interested in hosting the tournament, including a description of the facilities and equipment. Current lineage and projected lineage at the time of the tournament.
- Local bowling association in support of the tournament.

### **Contract**

The bowling center will be considered the contracted provider of services for the Iowa State Senior Women's Tournament. It is imperative that center be well maintained and willing to charge a reasonable lineage price for tournament bowling. The Board of Directors has the authority to award the tournament to another association and/or center(s) if satisfactory terms cannot be secured from the association or centers during the time of contract signing.

### **Raffle/Gaming License**

Any cash raffle conducted during the Iowa State USBC Senior Women's Tournament will be under the control of the local host association, and they will need to acquire their own gambling license.

### **Brackets**

If brackets are conducted during this tournament, it shall be subject to the following conditions:

- A. The results are to be printed after each game.
- B. Entry cost and divisions will be at the discretion of the hosting organization.
- C. The Iowa State USBC will not be responsible for the financial aspects or operation of the brackets.
- D. All questions concerning the operation of the brackets will be addressed to the bracket operators.

The Iowa State USBC recommends all bracket payouts be made to the winner or representative thereof at the conclusion of the squad bowled. Signature shall be required for all payouts. Exceptions may be made in the case of delays occurring during the squad which are beyond the control of the hosting association. Any funds not claimed shall be donated to a bowling charity of the hosting association's choosing. Said procedure shall be announced in all squad announcements and posted at the brackets sign-in table/area.

### **Miscellaneous Rules**

No music shall be played during tournament competition.



## IOWA STATE USBC OPERATIONS MANUAL

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### IOWA STATE USBC

#### **GUIDELINES FOR HOSTING A TOURNAMENT**

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##### **SECTION A: Advance Planning for Bid/Proposal Submission**

###### 1) Local Association Board Advance Planning

A 100% commitment from all board members to support the hosting and operation during the entire tournament is required. Local board should be ready to commit working weekends for the duration of the tournament (3-5 weeks for Mixed, Women's Senior and Youth State, 3-4 months for Open and Women's Championship). Ask yourselves: can you get the volunteers needed to assist with running a tournament, will the proprietors commit to lane availability for this duration of time, are there enough hotel/motel and restaurant accommodations, will the local Convention and Visitors Bureau (CVB) and/or Chamber of Commerce (CC) be involved in assisting? To be eligible to host the Youth State Tournament your association must have a minimum of four (4) teams participating in the three (3) previous consecutive years.

###### 2) Drafting the Bid/Proposal

Local associations that wish to host an Iowa State USBC tournament MUST submit the following information by February 1 two (2) years in advance. Note Championships: Open and Women's are on a rotation schedule; Mixed, Women's Senior and Youth Championship are selected from qualified bids.

- Names of eligible and interested bowling centers: must be handicap accessible and well maintained
- Number of lanes in each center: note the requirement for each tournament
  - Mixed – 16
  - Open – 36 for one center or 24 and 16 when using two (2) centers
  - Women's – 24 for one center or 16 and 12 when using two (2) centers
  - Women's Senior – 8
  - Youth State – 24 for one center or 20 and 12 using two (2) centers
- Guaranteed cost per line of bowling, including sales tax, negotiable using hosts' previous three (3) year average

It is recommended the local CVB and or CC be involved in assisting the local association with obtaining center information as well as commitment to sponsor dollars being offered in the proposal. In addition, they can provide valuable information related to city activities, hotel/motel information and prices, restaurants etc., which should be included in the proposal. Hotel/motel information should be available electronically for printing. Complimentary hotel room for the Youth Coordinator/Tournament Director is required on Friday and Saturday for the duration of the Youth State tournament.



## IOWA STATE USBC OPERATIONS MANUAL

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### 3) Submission of Final Bid/Proposal

The final bid (Mixed, Women's Senior and Youth) or proposal (Open and Women's Championship) must be postmarked by February 1 two (2) years prior to the tournament year and sent to the Iowa State USBC Association Manager and Youth Coordinator for Youth Championship. Include all above required information and signatures from the host Board President, Association Manager, and the CVB and/or CC showing total support from the association and community. The site of Mixed and Women's Senior will be selected by the Iowa State USBC Board of Directors from qualified bids submitted. Selection of the Open and Women's' tournament center(s) shall be made by the Iowa State USBC President and Association Manager. Selection of the Youth Championship site will be made by the Youth Committee with approval of the Iowa State Board of Directors.

## SECTION B: Hosting Preparation Guidelines

### 1) Organize the Local Association Board

It is necessary to organize your core workers, usually local board members, and appoint a Tournament Manager. The Tournament Manager is responsible for ensuring:

- Qualified volunteers are recruited to conduct the operations of the tournament
- Check-in bowlers and make last minute substitutions
- Enforce rules and answer questions
- Report scores weekly to the Tournament Director (ISUSBC Association Manager or Youth Coordinator)
- Distribute and maintain inventory of on-site awards provided by Iowa State USBC.

Decide what committees are necessary and appoint chairpersons for each. Determine how many volunteers will be needed for each squad. Arrange for optional Opening Ceremony. Complimentary motel rooms are requested for the Iowa State USBC President and Association Manager when having an Opening Ceremony.

### 2) Meet With Iowa State USBC Tournament Representatives

This meeting will be scheduled by Iowa State USBC after the proposal is approved. Required in attendance are Tournament Manager, Association President, CVB and /or CC reps as well as bowling center proprietors to discuss contract requirements. Eligible bowling center(s) will be inspected for required tournament office and check-in space, lineage, lane dressing, adequate parking and handicap accessibility. The bowling center(s) will be the contracted provider of lanes for the tournament. The local association will be the contracted provider of all needed tournament services. The Iowa State USBC Board of Directors has the authority to award the tournament to another association and/or center(s) if satisfactory terms cannot be secured from the association or center(s).



## IOWA STATE USBC OPERATIONS MANUAL

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### 3) Communicate With Bowling Center Proprietors

Discussions with the proprietors involved in the tournament is vital to ensure the success of the tournament. Include designation of office space with the ability to lock to ensure the safety of computer and valuable data. Hosting the Youth and Women's Championship requires space for photographer and storage of the equipment. Will a Pro Shop be available as a service to the bowlers? Does the center(s) have adequate staffing for running each squad? Can they provide conditions compliant with USBC lane dressing requirements and consistent with the tournament contract? Are they willing to provide complimentary shoes as a courtesy to youth needing shoes (Youth State only)?

### 4) Decide on Potential Fund Raisers

There are several ways for local associations to benefit financially from hosting a state tournament. Popular fund raisers include but not limited to cash raffles, bowling ball raffles, merchandise sales, and brackets. The Iowa State USBC will not be responsible for the financial aspects or operation of any fund raisers. Note: Raffles and brackets are not allowed at Youth Tournament.

- Raffles – Any association running a raffle MUST obtain a gambling license as a non-profit organization. Contact the Iowa Department of Inspections and Appeals. Sales tax is due on the gross sales of raffle tickets. Applicable tax is determined by state and local tax combined. Note that the state of Iowa requires 75% of the net profits from raffles to be distributed to entities other than the local association.
- Merchandise – shirts, towels, koozies etc. State and local sales tax is applicable also for merchandise sales.
- Brackets – May be scratch and/or handicapped the same as the tournament. Cost is at the discretion of the host. Results are to be posted after each game. Payouts will be paid at the conclusion of each squad. Signatures should be required. Exceptions may be made in case of delays occurring beyond the control of the host, then winnings should be mailed within seven (7) days. Any unclaimed funds will be donated to a bowling charity of the host's choosing. Bowlers should be made aware of these policies before signing up for brackets.

### 5) Contact Local Media

Talk to local media (radio, TV, newspaper) about the magnitude of hosting a tournament. Provide as much information as possible weekly, including honor scores and current leaders.

## **SECTION C: Tournament Operation**

It is a good idea to train volunteer workers prior to the start of the tournament. Iowa State USBC is available to assist in this training as needed. Compensation of \$.20/line will be provided by the Iowa State USBC which the hosting association may distribute at their discretion (with exception of Youth State).



## **IOWA STATE USBC OPERATIONS MANUAL**

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### **1) Bowler Check-In at Tournament Office**

Qualified volunteers are needed as office helpers. The Iowa State USBC Association Manager and Youth Coordinator will furnish a roster list for each squad. Team captains are required to check-in for their team. Care must be taken to ensure accuracy of any changes made, substitutions, averages, and memberships. Forms are provided for making these changes as well as instructions for inputting them in the computer.

### **2) Lane Monitors**

Volunteers are needed for making changes on the scoring systems and fielding questions. One (1) for every six (6) lanes is adequate. Accuracy is important. Watch for any unusually slow bowlers and report to the tournament office if intervention is needed. Report any mechanical issues to the appropriate center staff. Score monitors are used to record bowlers scores for the Youth State, usually provided by the proprietor and/or association as needed.

### **3) Handling Bowler Complaints**

It is recommended that the Tournament Manager or designated official, be available at every shift in case a ruling needs to be made on a complaint or a bowler becomes unruly to the point he or she interferes with other bowlers. The tournament office should manage the situation as best they can, then report to the Iowa State USBC Tournament Director as soon as possible to follow up with any action that may be necessary.

### **4) Submission of Weekly Results**

The Tournament Manager is responsible for transmitting electronically weekly updates to the Tournament Director.

## **SECTION D: Conclusion of Tournament**

### **1) Recognition of Volunteers and Sponsors**

Every effort should be made to thank volunteers and sponsors publicly for their time, support, and effort in running this tournament.

### **2) Relax and Celebrate the Conclusion of a Success Tournament!!**





# APPENDIX

## CURRENT TOURNAMENT ROTATION SCHEDULE

<b>YEAR</b>	<b>OPEN</b>	<b>WOMEN</b>	<b>YOUTH</b>
2019	MUSC	CL/CAM	GCV
2020	BURL/MTP	MUSC	DM
2020 TOURNAMENTS CANCELLED IN MARCH			
START OF ROTATIONS			
2021	BURL/MTP	MUSCATINE	DES MOINES
2022	GR CEDAR VALLEY	CEDAR RAPIDS	
2023	DES MOINES	SIOUX CITY	
2024	DAVENPORT	DUBUQUE	OTTUMWA
2025	CEDAR RAPIDS	BURL/MTP	
2026	SIOUX/LEMARS	OTTUMWA	
2027	MUSC	DAV	
2028	DBQ/CL??	GCV	
2029	OT/OSK	DM	
2030	BURL/MTP	CL/CAM	

NOTES: All subject to required standards maintained